

***United States Court of Appeals  
for the Second Circuit***



**APPENDIX**





**77-2035**  
**77-2135**

**United States Court of Appeals**  
**FOR THE SECOND CIRCUIT**

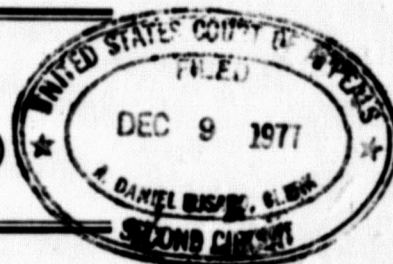
**Docket No. 77-2035**  
**77-2135**

**UNITED STATES *ex rel.* LOUIS WOLFISH, et al.,**  
***Petitioners-Appellees,***  
**—v.—**

**HONORABLE EDWARD LEVI, et al.,**  
***Respondents-Appellants.***

**ON APPEAL FROM THE UNITED STATES DISTRICT COURT**  
**FOR THE SOUTHERN DISTRICT OF NEW YORK**

**JOINT APPENDIX**  
**Volume VI (Pages A-2001 to A-2400)**



**LEGAL AID SOCIETY**  
**Criminal Appeals Bureau, FDSU**  
**Attorney for Relators-Appellees**  
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**Foley Square**  
**New York, New York 10007**

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**Appellants**  
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**New York, New York 10007**

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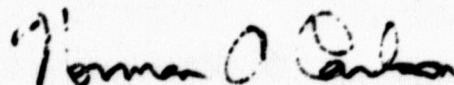
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the practical problems of institutional administration must be primary in arranging for the observance of religious holidays, sacraments, celebrations, diets, and the like.

(2) The staff Chaplains, after consultation with the Warden, shall anticipate and arrange for the opportunities for the celebration of the rituals of a sacramental nature which are necessary to meet the minimal annual requirements of a given religious faith. Food requirements shall be met through the announced and offered menu of the main serving line. Sacramental elements may be arranged for, appropriately and within reason, through conversations between a staff Chaplain, the Warden, and a community representative of the involved faith group. Symbolic or sacramental elements may be purchased with funds from the regular food service budget, if the food is a part of the main serving line, or may be purchased with funds from the budget of religious activities, if the food cannot be made a part of the main serving line. So that sacramental observances may be held, arrangements may be made for special times of worship or especially suitable places of worship in keeping with the safe and orderly conduct of the institution.

- g. Greeting Cards. Religious and other greeting cards available through the offices of the staff Chaplains shall be distributed on a free and non-discriminatory basis. The lack of commissary funds shall not be a criterion for distribution. Mailing of these cards will be according to established institutional correspondence regulations. Postage of such cards will be according to normal institutional procedure.

- \* h. Religious Holidays. The Bureau's policy on religious activity provides for the observance of recognized religious holidays. Every effort will be made to arrange work schedules to accommodate the beliefs of offenders who have convictions that require them to abstain from work on specific holidays. Inmates on work release assignments may also remain off their jobs on those days provided their civilian employer approves.



NORMAN A. CARLSON  
Director, Bureau of Prisons



UNITED STATES GOVERNMENT

Rx-L

# Memorandum

A 2002

TO : Mr. J. Johnson,  
Associate Warden- Programs

DATE: September, 1973

FROM : Chaplain Thomas J. Tolentino  
Coordinator of Chaplaincy Services

SUBJECT: Chaplaincy Services  
Metropolitan Correctional Center  
New York, N. Y.

I. CATHOLIC: Chaplain (Father) Thomas J. Tolentino  
Coordinator of Chaplaincy Services

Sunday: Masses 1:15 P.M.- 5th floor 2:45 P.M.- 9th :  
2:00 P.M.- 7th floor 3:20 P.M.- 11th :

Confessions- before each Mass.

Tuesday: 1. Coordinate services and activities of various rel  
groups within the Facility.  
2. Counseling.  
3. Visit hospital unit.  
4. Distribute religious literature for all denominat

Thursday: 1. Counseling.  
2. General rapping session.  
3. Visit hospital.

II. PROTESTANT: Chaplain (Rev.) William H. Lothrop

Sunday: Services and visit hospital.

Chaplain(Rev.) Robert Royal

Wednesday: Counseling and visit hospital.

III. JEWISH: Chaplain (Rabbi) Joseph Potasnik

1. Services provided for holy days.
2. Visit inmates once a week for counseling.

IV. MUSLIM (NATION OF ISLAM): Minister Wallace, Minister Raymond

Thursday: Service: 1:00 P.M. to 3:30 P.M.

V. CHRISTIAN SCIENTIST

Sunday: Service at 9:00 A.M.

VI. BIBLE STUDY (SPANISH): Rev. Felipe Nieves (N.Y. International Bib  
Society)

Friday: Services 1:30 P.M. to 3:00 P.M.



5010-110

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan



UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. Larry Taylor, Warden  
through Mr. J. Johnson, Associate Warden- Programs. DATE: September, 1975

FROM : Chaplain Thomas J. Tolentino  
Coordinator of Chaplaincy Services

SUBJECT: MUSLIM SERVICES FOR THE HOLY DAYS

REGULAR SERVICES FOR THE MEMBERS OF THE NATION OF ISLAM  
will be conducted every Thursday from 1 P.M. to 3:30 P.M.  
on the 5th, 7th, 9th, and 11th floors, by Minister Raymond.

HOLY DAY SERVICES FOR THE MEMBERS OF THE NATION OF ISLAM  
will be conducted on Thursdays from 1 P.M. to 3:30 P.M.  
on the 11th floor by Minister Raymond.  
The holy season of Ramadan terminates on October 6th.



OPTIONAL FORM NO. 10  
JULY 1973 EDITION  
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

# Memorandum

DATE: September 7, 1975

TO : All Concerned

FROM : *J. R. Johnson*  
J. R. Johnson, Associate Warden

SUBJECT: CHRISTIAN SCIENCE SERVICES

Approval has been given to allow volunteers from the Christian Science Chapter in New York City to conduct services each Sunday at the M. C. C.

Two volunteers will arrive each Sunday at 9:30 A.M. The following procedure should be followed to expedite their mission:

1. At 9:00 A.M. each Sunday morning, a public address announcement should be made by the Control Center Officer, informing all concerned that Christian Science Services will be held on the 7th floor within the half-hour.
2. Inmates wishing to attend those services should prepare themselves and wait at the Unit door. Arrangements should be made to escort them to the seventh floor for the services.
3. An appropriate person should meet the volunteers in the lobby on Sunday morning. They should be escorted to the 2nd floor chaplain's office to pick up their supplies, then to the 7th floor for services.

Please give the volunteers your full cooperation.

cc: Mr. Taylor  
Mr. Verdeyen  
Fr. Tolentino  
Unit Managers (5)  
Front Lobby  
Control Center



A 2005

OPTIONAL FORM NO. 10  
JULY 1973 EDITION  
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

# Memorandum

TO : J. R. Johnson, AW(P)  
MCC-NYC, NY

FROM : Chaplain Thomas J. Tolentino  
Coordinator of Chaplaincy Services

SUBJECT: Passover

DATE: March 30, 1976

This is to advise you that the Jewish religious holyday of Passover commences at sundown on Wednesday, April 14, 1976, and concludes at sundown on April 22, 1976. Inmates who are eligible for temporary release will doubtless request that they be released on a furlough basis in order to strengthen family ties, particularly in connection with the Seder service that occurs on each of the first two nights. As an alternative, eligible inmates may elect to request a suitable community service leave for religious participation in order to worship with a congregation.

*Rev. Thomas J. Tolentino*  
*Chaplain*



A 2006

UNITED STATES GOVERNMENT

# Memorandum

TO : ALL CONCERNED

DATE: April 1, 1976

FROM : *J. R. Johnson*  
J. R. Johnson  
Associate Warden (Programs)

SUBJECT: Nation of Islam - Department of Prison Services

RE: Volunteer Ministers

Effective immediately, the Nation of Islam will be providing volunteer Ministers for the purpose of conducting prayer services and counseling on the units.

The volunteers will be coming to the M.C.C. on Thursday evenings from ~~8:00 p.m.~~ 6:00 p.m. to ~~10:00 p.m.~~ 8:00 p.m. Generally, two ministers will be conducting services on each floor.

In addition, Muslim inmates may occasionally request special counseling sessions during the week. When this occurs, such visits must be approved by the Unit Managers and escort services should be provided from Unit Staff.

Government I.D. cards will not be issued to these volunteers. This memorandum will identify a list of people who are approved to conduct prayer-counseling services at the M.C.C. Any irregularities or inconveniences regarding this program should be reported to me immediately.

Please identify these volunteers prior to admittance.

Aahira Nu' Mani  
Edna 15X Stewart  
Cynthia 35X Wright  
Delores 46X Fields  
Jeanette Kirkpatrick  
Priscilla 2X Crowell  
Mary C11X Buck  
Nannette Shepard  
E. Qadara Badi  
Ameenah Rasulullah  
Abdul Haleem Raman  
Zahafa Ali  
*JR* Abdul Haleem Rahman

Wallace Farrad  
Ulysses 6X Smith  
Ronald Ross  
Frank Turner  
James 2C51X Green  
Charles Collins  
Abdul Rahman Farrakhan  
Thomas Garrison  
James Edwards  
Charles Brooks  
Eleanor Tabor  
Ernest X Pierre

JRJ:mjp

UNITED STATES GOVERNMENT

# Memorandum

TO : All Concerned

M.C.C.-New York  
DATE: 4-13-76

FROM : L.F. Taylor, Warden

SUBJECT: Passover Seder

The Passover will be observed here at the Metropolitan Correctional Center beginning with sundown Wednesday, April 14th and ending Thursday at sundown, April 22nd.

The first Seder night is Wednesday, April 14th; the second Seder night is Thursday, April 15th. The Seder meals and services have been coordinated with Rabbi Potasnik for Wednesday and Thursday evenings. The meals and services for these two evenings will be held at 6:00 P.M. in the visiting room on 9-North. Jane Alpert and Edward Bogan will assist in preparing the food and are authorized to work with the Food Supervisor in arranging the meal on Wednesday and Thursday. The following inmates have been approved to attend the Seder night meal and services:

|       |                   |        |
|-------|-------------------|--------|
| 00632 | Alpert, Jane      | (5-S)  |
| 40144 | Berkowitz, Bruce  | (11-S) |
| 01765 | Biglin, Bernard   | (11-N) |
| 77780 | Bogan, Edward     | (2)    |
| 00779 | Curtis, Charles   | (11-S) |
| 20664 | Dynes, Dana       | (5-S)  |
| 05814 | Esrine, Ivan      | (5-N)  |
| 20834 | Falley, Janet     | (5-S)  |
| 00535 | Frank, Martin     | (5-N)  |
| 26035 | Gardner, Michael  | (11-S) |
| 82335 | Hemlock, Alfred   | (5-N)  |
| 01523 | Hill, Stephen     | (5-N)  |
| 02400 | Levine, Joel      | (9-N)  |
| 83343 | Sternlieb, Jerome | (5-N)  |
| 01256 | Victory, Al       | (9-S)  |
| 02172 | Wolf, Abe         | (9)    |

The Correctional Supervisor on duty will provide periodic supervision of the 9-N visiting room during the Seder evenings. Inmates approved to attend should be called at 5:30 P.M. and escorted to the visiting room. The Seder food should be prepared in the Food Service Department, placed upon a cart, and taken to the visiting room via the visiting room elevator prior to allowing participants into the area.

continued....



5010-110

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan



A 2008

-2-

Additional inmates will not be added to the above list without specific approval by the Associate Warden (Programs). Persons in Administrative Detention or Disciplinary Segregation status will be allowed to partake of the two Seder meals in their respective rooms.

cc: AW (P)  
AW (O)  
Food Services  
Fr. Tolentino  
Rabbi Potasnik



A 2009

OPTIONAL FORM NO. 10  
JULY 1973 EDITION  
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

# Memorandum

TO : Mrs. Jean Scozzari

DATE: May 1, 1976

FROM : Margarita Zimmerman - 00140-183

SUBJECT: Bible Reading in Spanish

On Saturday, May 1, 1976 the first Spanish Reading of the Bible was held on Unit 5 South with the following inmates in attendance:

Margarita Zimmerman  
Maria Diaz  
Carmen Estrada  
Lillian Santana  
Yolanda Bolanos  
and Salem Sauma as Moderator

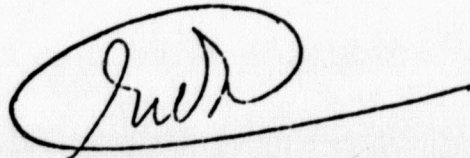
We read Acts 8 and 9 of the New Testament and then gave our interpretations of the chapters. This led, in turn, to a general discussion of different Theological subjects and to the meaning and influence of Religion and the Bible on the lives of those incarcerated.

Included in the format was a discussion of various personal and family problems that the individuals felt the group could help them with.

There were several requests for masses and music in Spanish and for more Spanish get togethers and one of the girls requested that the Old Testament be included in future meetings. The suggestion followed that, if anyone had any special parts of the Bible that they wished to share with the group, that they bring them and read them at the next or future meetings.

It is to be hoped that, even though the group is chiefly composed by short termers and transients, that there will always be a small nucleus of people to carry on these meetings, because judging from the success of the first one, they can be a welcome and beneficial addition to the lives of the Spanish girls in the M.C.C.

cc: J. R. Johnson



UNITED STATES GOVERNMENT

A 2010

*Religious  
Program*

# Memorandum

TO : All Concerned

DATE: August 5, 1976

FROM : *J.R. Johnson*  
J. R. Johnson, Associate Warden (Programs)

SUBJECT: RAMADAN RELIGIOUS FAST - MUSLIMS (August 27th - September 24th)

The ninth month of the Lunar Islamic Year is called the month of Ramadan and is observed by all Orthodox Muslims as a time of deep religious significance. During the month of fast, the pious Muslim is obliged to abstain from any food or drink from dawn until sunset.

Ramadan begins on Friday, August 27th and continues until Friday, September 24th. During this period, Muslim participants will partake of only the supper meal. This meal will be prepared by designated Food Service workers and sent to the appropriate floors. (The attached list will indicate those men who will be participating in the fast.) The meals will be forwarded to the floors prior to 8:00 P.M. each evening. The sundown meal will proceed at that time.

Those men included on the attached list who may be in administrative detention or segregation status will be required to remain in their rooms during consumption of the meal and prayer services. Each unit will be responsible for providing for their own prayer services and eating arrangements. Only the Associate Warden (Programs) may approve additions to the attached list.

The attached menu will be followed in providing for the meals each evening. Prayer services and meals will be conducted in an area designated by the Unit Manager. Adjoining units (11 & 12, 9 & 10, etc.) may be combined for the evening Ramadan activities. These activities should not interfere with the taking of the institution counts.

Approved Ramadan activities each day of the fast are as follows:

6:00 P.M. to 7:30 P.M. ----- Prayer Services

8:00 P.M. ----- Ramadan Meal

cc: Mr. Taylor  
Mr. Verdeyen  
Mr. Branch  
Unit Mgrs. (5)  
Fr. Tolentino  
Mr. Smith  
Corr. Supvr.  
Roll Call Clipboard  
file



510-110

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan



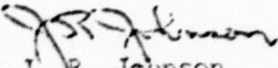
UNITED STATES GOVERNMENT

A 2011

# Memorandum

TO : ALL CONCERNED

DATE: September 6, 1976

FROM :   
J. R. Johnson  
Associate Warden (Programs)

SUBJECT: Islamic Prayer Meeting - Thursday Evenings

Re: Change of Prayer Meeting Time

Effective immediately, prayer services for men of the Islamic faith on Thursday evenings will be held from 6:00 p.m. to 7:30 p.m.

The volunteer ministers who are approved on my previous memorandum should be allowed to conduct prayer meetings at the earlier time.

JRJ:mjp

cc: Unit Managers  
Unit Bulletin Boards  
Fr. Tolentino  
Correctional Supervisors



UNITED STATES GOVERNMENT

# Memorandum

A 2012

FILE

SEP 20 1976

TO : All Concerned

DATE: September 17, 1976

FROM : J. R. Johnson, Associate Warden (Programs)

SUBJECT: Jewish High Holy Days

RE: Program Calendar

In the fall of the year, Jewish people throughout the world observe the most significant religious period, the High Holy Days, which this year occurs in September and October. Jewish inmates will be permitted to observe these High Holy Days. Those who wish to fast on Yom Kippur may do so. The Jewish calendar of major Jewish Holy Days includes:

Felichot - September 18th

Rosh Hashanah (New Year) - September 23rd, 24th\*, 25th\*, 26th

Yom Kippur (Day of Attonement) - October 3rd, 4th\*

The Metropolitan Correctional Center and Rabbi Potasnik have arranged for special services to be held (within and outside the M.C.C.) on each date listed above. In addition to the services, three (3) kosher meals will be served on the dates denoted above(\*). The attached Jewish Holiday Schedule will be followed for September and October.

Eligible inmates desiring furloughs during the religious periods should submit requests to the unit team for consideration.

Rabbi Potasnik will escort community custody inmates desiring to attend services in Brooklyn. A staff escort will be required for minimum custody inmates. If an escort is not available, the outside services will be limited to community custody individuals only.

As noted on the attached sheet, a unit visiting room will be used to hold M.C.C. services. The specific visiting room will be designated at a later date.

Kosher Meals - The three kosher meals to be served on September 24, 25 and October 4th must be ordered in advance by those wishing to participate. The Board of Rabbis has agreed to assist with the cost of the meals. The remainder of the cost must be borne by participating inmates. Forms 24 must be signed for the balance of the cost by individual inmates. The institution will furnish matzos and grape juice.

INMATE COORDINATOR: Alfred Hemlock

STAFF COORDINATORS: Richard Smith, Acting Associate Warden  
Thomas Caffrey, Duty Officer

RELIGIOUS COORDINATOR: Fr. Tolentino



5010-108

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

## A 2013

### Rosh Hashanah

Thursday Evening, Sept. 23rd - Family High Holy Day Services

M.C.C. Visiting Room 7 P.M. - 10 P.M. (cake and coffee will be served)

- \*\* Services will be led by Rabbi Potasnik. Each Jewish participant will be permitted to invite a spouse, fiancée or friend of the opposite sex. Guests must be on approved visiting lists. One guest per person is authorized. No children please.

Friday Evening, Sept. 24th - Services - Kosher Meal - 7 P.M. to 10 P.M.  
M.C.C. Visiting Room.

- \*\* Services will be led by a volunteer from M.C.C. population. Kosher meals will be prepared and served following abbreviated services.

Sat., Sept. 25th - Services - 9A.M. to 11A.M. - M.C.C. Visiting Room.

Sat., Sept. 25th - Services - Kosher Meal - 7P.M. to 10P.M. - M.C.C. Visiting Room

- \*\* Services will be led by a volunteer from M.C.C. population. Kosher meals will be prepared and served following abbreviated services.

Sunday Morning, Sept. 26th - Services - 9A.M. to 11A.M. M.C.C. Visiting Room

- \*\* Services led by M.C.C. volunteer.

### Yom Kippur

Sunday Evening, Oct. 3rd - Services - 7P.M. to 10P.M. - M.C.C. Visiting Room

- \*\* Services led by M.C.C. volunteer.

Monday Morning, Oct 4th - Services - 9A.M. to 11A.M. M.C.C. Visiting Room

- \*\* Services led by M.C.C. volunteer

Monday Evening, Oct. 4th - Services - Kosher Meal - 7P.M. to 10P.M.  
M.C.C. Visiting Room

- \*\* Services will be led by M.C.C. volunteer. Kosher meals will be prepared and served following services.



A 2014

JEWISH HOLY DAY SCHEDULE  
Metropolitan Correctional Center  
New York, New York

Rabbi Potasnik's M.C.C. Visitation Schedule

Friday, Sept. 17th - 11 A.M. - Tour of all units  
Thurs., Sept. 23rd - 7 P.M. - Tour of all units  
Thurs., Sept. 30th - 2 P.M. - Tour of all units  
Friday, Oct. 8th - 2 P.M. - Tour of all units  
Friday, Oct. 15th - 2 P.M. - Tour of all units  
Friday, Oct. 22nd - 2 P.M. - Tour of all units  
Friday, Oct. 29th - 2 P.M. - Tour of all units

I. Outside Services (Available to eligible Minimum and Community Custody Men and Women of the Jewish Faith)

Synagogue Location: Brooklyn, N.Y. (305 Schermerhorn Street)  
Rabbi: Joseph Potasnik

- \*\* Eligible individuals should apply to their unit teams for participation in outside services.

Selichot

Saturday Evening, September 16th - 10:30 P.M. to 12:00 Md. Services

- \*\* Rabbi Potasnik and staff escort will pick up participants at M.C.C. at 10 P.M. and return to M.C.C. at 12:30 A.M.

Rosh Hashanah

Friday Evening, Sept. 24th - Services 7P.M. - 9P.M.  
Sat. Morning, Sept. 25th - Services 9A.M. - 2P.M.  
Sun. Morning, Sept. 26th - Services 9A.M. - 2P.M.

Rabbi Potasnik and staff escort will leave M.C.C. 1/2 hour before services, return 1/2 hour after completion.

Yom Kippur

Sunday Evening, Oct. 3rd - Services 6P.M. - 10P.M.  
Monday Morning, Oct. 4th - Services 8A.M. - 7:30 P.M.

\*Note: In absence of a staff escort, only community custody individuals will be eligible to attend outside services.

II. Inside Services (Available to all men and women of the Jewish faith) (M.C.C.)

Selichot

Saturday Evening, Sept. 16th - Services - M.C.C. Visiting Room - 5th Floor  
Time: 10:30 P.M. - 12:00 Md.

\*Services will be led by a volunteer from M.C.C. population.



A 2015

JEWISH PARTICIPANTS - HOLY DAY ACTIVITIES

| <u>NAME</u>        | <u>NUMBER</u> | <u>LOCATION</u> |
|--------------------|---------------|-----------------|
| BOGAN, Edward      | 77780-158     | B-211           |
| BURKE, Alex        | 02140-156     | D-532           |
| DIAMOND, Stanley   | 39935-133     | G-1149          |
| DYNES, DANA        |               | S-S             |
| EZRINE, Ivan       | 05814-155     | B-209           |
| FRANKOS, Donald    | 82395-158     | F-1144          |
| GARDNER, Michael   | 26035-145     | F-1146          |
| GERBER, Sidney     | 03705-158     | B-576           |
| HEITZNER, Jerold   | 01655-158     | B-208           |
| HEMLOCK, Alfred    | 82335-158     | F-543           |
| KATZ, Elliott      | 03015-158     | M-1150          |
| KATZ, Ronald       | 03033-158     | C-207           |
| KAMINSKY, Herbert  | 03070-158     | G-752           |
| KERRY, David       | 03724-158     | G-951           |
| KONIGSBERG, Harold | 03345-158     | H-964           |
| MARCH, Robert      | 03504-158     | B-207           |
| NATHAN, George     | 70576-158     | B-1111          |
| SOLOMON, Stanley   | 03494-158     | A-504           |
| SPARROW, Charles   | 02981-158     | B-210           |
| SPIERS, Morris     | 03943-158     | C-1121          |
| STERN, Louis       | 78141-158     | A-506           |
| STERNLIEB, JEROME  | 83343-158     | B-212           |
| TOLKOW, Bernard    | 03057-158     | F-545           |
| VICTORY, Albert    | 01256-158     | B-1116          |
| WULKAN, Bernard    | 03725-158     | A-907           |
| HUROCK, Bruce      | 02132-158     | J-1151          |

TOTAL = 24

APPROVED: J. R. JOHNSON, A.W. (P)  
Sept. 17, 19 76

A 2016

UNITED STATES GOVERNMENT

# Memorandum

TO : ALL CONCERNED

DATE: September 23, 1976

FROM : *R. Smith*  
Richard L. Smith, Acting  
Associate Warden (Programs)

SUBJECT: Rosh Hashanah

The Rosh Hashanah Services for Friday, September 24, 1976 will be held in the 7th Floor Visiting Room at 7:00 p.m. The Services will be completed by 10:00 p.m. Services will be led by a volunteer from the Metropolitan Correctional Center population. At the conclusion of the services a Kosher Meal will be served.

## LOCATION

Inmates may enter the Visiting Room from the North or South side, normal security precautions will be taken by the 7th Floor Officers. Inmates with Red Stripes may go to the 7th Floor at 6:45 p.m. Inmates from other floors will be at the entrance door to their units at 6:30 p.m., awaiting escort to the 7th floor. The Internal Security Officer will make certain all inmates are in the Visiting Room by 7:00 p.m.

## SUPERVISION AND COUNT

The Attorney Visiting Officer will provide coverage in the 7th Floor Visiting Room. He will list the inmates and their housing location as they enter the Visiting Room and submit an outcount to the 3rd Floor Control Center prior to 7:15 p.m., for the 7:30 p.m. Count. Only inmates on the approved list will be allowed to attend.

## KOSHER MEALS

The Kosher meals will arrive between 3:00 p.m. and 4:00 p.m. at the rear sallyport. The Strathmore Caterers have been instructed to contact Mr. M. Branch, Food Service Administrator, who will receive the meals. There will be a total of 74 Kosher meals, pre-plated, 37 will be served on Friday evening and 37 on Saturday evening. The 37 meals for the Saturday evening services will be stored in a locked refrigerator.

Inmate Salim Sauma, reg. no. 81500-158 will assist the Food Service Foreman in heating the meals. The meals must be ready to serve at 8:15 p.m. They will be picked up by inmates Alfred Hemlock and the Internal Security Officer and transported to the 7th Floor Visiting Room to be consumed. Two meals, picked up at random, will be for inmates in Unit 3.

Meals for the inmates that attend services in the community will be left with the Correctional Supervisor on the 3rd Floor and given to the inmates when they return.



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan



A 2017

It Concerned  
September 23, 1976  
Page Two

Inmate Frankos and Konigsberg are separation cases and will attend the services alternately, Frankos will attend the first service on Thursday evening. When there is a Kosher meal at a service, it will be delivered to the inmate in his living quarters if he cannot attend the service.

RLS:mjp

cc: Warden  
Associate Warden (O)  
Food Service Administrator  
Correctional Supervisors  
Unit Managers  
Internal Security Officer  
Inmate Bulletin Boards



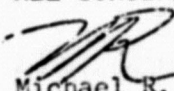
A 2018

UNITED STATES GOVERNMENT

# Memorandum

TO : ALL CONCERNED

DATE: September 30, 1976

FROM :   
Michael R. Rauch, Acting  
Associate Warden (Programs)

SUBJECT: Jewish Services - Monday, October 4th - 8:00 a.m. to 11:00 a.m. -- 7th Floor  
Monday, October 4th - 7:00 p.m. to 10:00 p.m.

Monday -- 8:00 a.m. to 11:00 a.m.

Location: Unit Seven Visiting Room will be used for the services.

Supervision & Count: Minimum custody inmates with Red Stripes will go to the 7th floor at 7:45 a.m. Inmates from other floors will await escort by the Unit Staff at 7:30 a.m.

Normal security precautions will be taken by Unit -7 Officers before inmates are sent in and removed from the Visiting Room.

Mr. Moody, Unit-7 Correctional Counselor will provide coverage for the services. Only inmates on the attached list will be allowed to attend services.

Services will be conducted by Alfred Hemlock, reg. no. 82335-158.

Monday -- 7:00 p.m. to 10:00 p.m.

Location: Unit Seven Visiting Room will be used for the services.

Supervision & Count: Minimum custody inmates with Red Stripes will go to the 7th floor at 6:45 p.m. Inmates from other floors will await pick-up by the Internal Security Officer at 6:30 p.m.

Normal security precautions will be taken by Unit-7 Officers before inmates are sent in and removed from the Visiting Room.

Correctional Services will provide coverage in Unit-7 Visiting Room with the Attorney Visiting Room Officer.

The Attorney Visiting Room Officer will maintain a list of inmates entering for services and their housing locations. An out-count will be called into the 3rd Floor Control Center prior to 7:15 p.m. for the 7:30 p.m. Count. Only inmates on the attached list will be allowed to attend services.

A 2019

ALL CONCERNED  
September 30, 1976  
Page Two

Services will be conducted by Alfred Hemlock, reg.  
no. 82335-158.

Kosher Meals: Kosher meals will be prepared in Food Service and delivered to the 7th floor by 8:30 p.m. The meals are to be eaten in the Visiting Room.

Unit Managers are to post this notice.

MRR:mjp

cc: Unit Managers  
Chief Correctional Supervisor  
Correctional Supervisor  
Food Service Administrator  
Inmate Bulletin Boards  
Correctional Counselor - Unit 7



UNITED STATES GOVERNMENT

A 2020

# Memorandum

TO : ALL CONCERNED

DATE: October 8, 1976

FROM : J. R. Johnson  
Associate Warden (Programs)

SUBJECT: Jewish Services - Succoth (Feast of Tabernacles)

Saturday, October 9th and Sunday, October 10th are two of the Jewish High Holy Days for 1976.

On Sunday, October 10th there will be a special Jewish Service from 8:00 p.m. to 10:00 p.m. in the visiting room on Unit #7. This service will be led by Mr. Alfred Hemlock. The attached list includes those who are approved to attend on that evening. Additional men who have not been brought to my attention may contact the duty Correctional Supervisor for inclusion to Succoth Services.

JRJ:mjp

cc: Mr. L. F. Taylor  
✓ Mr. R. J. Verdeyen  
Correctional Supervisors  
Unit Managers  
Unit Bulletin Boards

Correctional Supervisor Porter is authorized to provide overtime coverage in the visiting room during the Jewish Services. *JPJ*





UNITED STATES GOVERNMENT

A 2021

*Religious Services*

# Memorandum

TO : All Concerned

DATE: October 15, 1976

FROM : *J. R. Johnson*  
J. R. Johnson, Associate Warden (Programs)

SUBJECT: Jewish Services - Succoth - Concluding Days (Yiskor)

Special services will be held at the M.C.C. to observe the concluding days of the Succoth period. These services will be held in the seventh floor visiting room from 5:00 P.M. to 6:30 P.M. on Saturday, October 16th. Rabbi Potasnik will conduct the services.

The attached list of names will indicate those who are approved to attend. Inmates who have inadvertently been omitted from the list may request attendance at the services from the unit staff member on duty.

Inmate Hemlock has been designated as the M.C.C. Coordinator of this special service. He will assist in seeing that all specific arrangements have been made. Inmate Sternleib is authorized to bring in Jewish prayer books from outside services.

The Correctional Supervisor on duty is authorized to provide overtime coverage in the visiting room during the Jewish Services.

cc: Warden Taylor  
A./W. (O)  
Dept. Heads  
Unit Bulletin Boards  
Unit Staff  
file

JRJ/sa

A 2022

UNITED STATES GOVERNMENT

# Memorandum

TO : ALL CONCERNED

DATE: 26 October 76

FROM : J. R. Johnson, AW(P)

SUBJECT: YOKEFELLOWS MEETING

Reverend John Mostoller, of the Yokefellows will be escorting seven to ten (7-10) people to the institution for the scheduled Yokefellows Meeting on Tuesday, October 26, 1976, at 8:00 P.M.

Reverend Mostoller and guests will begin to arrive at the M.C.C. at approximately 7:30 P.M. As a group, they should be processed through our security check-points and escorted to the 5th floor unit.

Reverend Mostoller will be bringing refreshments for this meeting which should include one or two sheet cakes.

This initial Yokefellows Meeting is open to all inmates of Unit 5 and Unit 2. The meeting will begin promptly at 8:00 P.M. on Unit 5 South and will end at approximately 9:30 P.M.

The Food Service Department is authorized to provide sufficient coffee, paper plates, plastic tableware and napkins.

*Daily Office of the Council*  
*W. Stephen Harrison*  
*(Signature)*

JRJ/pam

cc: Warden Taylor  
W. Stephen Harrison  
Control Room  
Captain Smith  
Lieutenant's Office  
Father Tolentino



A 2023

UNITED STATES GOVERNMENT

# Memorandum

TO : All Concerned

FROM : J.R. Johnson, Associate Warden (Program)

SUBJECT: Nation of Islam - Department of Prison Services

Re: Contract Imam (Minister)  
Takbir Sharif

DATE: January 24, 1977

Imam Sharif has been designated as the M.C.C. contract person to conduct ministerial services for inmates of the Islamic faith. He will coordinate activities of the previously listed and approved volunteer Imams at the M.C.C.

Prayer services for inmates of the Islamic faith will continue to be held from 6 P.M. to 7:30 P.M. each Thursday at the M.C.C. Generally, two Imams will be conducting services on each floor.

In addition, Muslim inmates may occasionally request special counseling sessions during the week. When this occurs, such visits must be approved by the Unit Managers and escort services should be provided from Unit Staff.

Government I.D. cards will be issued to Imam Sharif, Imam Rashid, Imam Sirah Wahhaj, Sister Imam Shohidah Aziz and Sister Imam Eleanor Qudirah. Only five Imams are authorized to conduct services in the 3rd floor unit. All other volunteer ministers should have control center I.D. cards processed for identification.

The volunteer Imams have received approval for the use of tape recorders to use during services each Thursday evening. Imam Sharif is responsible for the recorder's use and supervision. The recorder will be used to play recordings of a religious nature for participating inmates. No personal use of the recorders is authorized.

Any irregularities or inconveniences regarding this program should be reported to Imam Sharif and myself immediately.

Our former Imam, Karim Sabir Shabbaz, has been removed from the approved M.C.C. list. He is no longer authorized to enter the building until further notice.

cc: Warden Taylor  
Father Tolentino  
Corr. Supv.  
Control Center  
Front Lobby  
Imam Sharif  
Imam Farrad  
file



A 2024

UNITED STATES GOVERNMENT

# Memorandum

TO : All Concerned

DATE: November 28, 1976

FROM : J. R. Johnson, Associate Warden (Programs)

SUBJECT: Nation of Islam - Department of Prison Services

Re: Contract Imam (Minister)  
Karim Sabir Shabbaz

Imam Shabbaz has been designated as the M.C.C. contract person to conduct ministerial services for inmates of the Islamic faith. He will coordinate activities of the previously listed and approved volunteer Imams at the M.C.C.

Prayer services for inmates of the Islamic faith will continue to be held from 6 P.M. to 7:30 P.M. each Thursday at the M.C.C. Generally, two Imams will be conducting services on each floor.

In addition, Muslim inmates may occasionally request special counseling sessions during the week. When this occurs, such visits must be approved by the Unit Managers and escort services should be provided from Unit Staff.

Government I.D. cards will be issued to Imam Shabbaz, Imam Rashid, Imam Sirah Wahhaj, Sister Imam Shohidah Aziz and Sister Imam Eleanor Qudirah. Only five Imams are authorized to conduct services in the 3rd floor unit. All other volunteer ministers should have control center I.D. cards processed for identification.

The volunteer Imams have received approval for the use of tape recorder to use during services each Thursday evening. Imam Shabbaz is responsible for the recorder's use and supervision. The recorder will be used to play recordings of a religious nature for participating inmates. No personal use of the recorders is authorized.

Any irregularities or inconveniences regarding this program should be reported to Imam Shabbaz and myself immediately.

cc: Warden Taylor  
Father Tolentino  
Corr. Supv.  
Control Center  
Front Lobby  
file

JRJ/sa

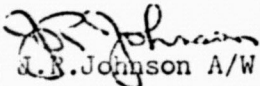
A 2025

UNITED STATES GOVERNMENT

# Memorandum

TO : All Concerned

DATE: February 25, 1977

FROM :  J.R. Johnson A/W (P)

SUBJECT: Nation of Islam - Survival Day

Saturday, February 26th is designated as "Survival Day" for members of the Islamic religion. It is a day of deep religious significance for members of that faith.

On Saturday evening, February 26th, Imam Sharif, the M.C.C. Contract Chaplain, will conduct services on the 11th and 9th floors from 4:30 PM to 7:30 PM.

Imam Sharif will be bringing a number of bean pies which have been approved for the occasion. He will distribute them the same evening.

Please assist in expediting Imam Sharif's visit. Notify me of any difficulties in handling the visit.

cc: Warden  
A/W (O)  
C.C.S.  
C.S.  
Unit Bulletin Boards  
File

JRJ:gr

UNITED STATES GOVERNMENT

A 2026

*Religious  
Program*

# Memorandum

TO : Inmate Population

DATE: December 2, 1976

FROM : *J.R. Johnson*  
J. R. Johnson, Associate Warden (Programs)

SUBJECT: Nation of Islam  
Second Eid Feast  
(Feast of Sacrifice)

Thursday, December 2nd, designates a day of significance for members of the Muslim religion. The evening of this day, the 2nd Eid Feast will be celebrated.

Supper for the approximately 50 members of the Islamic faith will be held from 6:00 P.M. to 7:30 P.M. Mr. Branch will prepare one cart of 75 meals (with the prescribed meal of the day). The cart will be delivered to the floors at 6:00 P.M. for distribution to those concerned.

Approximately 25 outside Nation of Islam volunteers (those previously approved by me) will be participating in the meal and prayer services.

Our contract Imam, Imam Shabazz and Father Tolentino are responsible for supervision and preparation of all activities for the evening of December 2nd.

Please give your cooperation to assist in making the evening one of deep religious significance for all participants.

cc: Warden Taylor  
• Dept. Heads (All)  
Unit Bulletin Boards  
file

JRJ/sa



A 2027

*Religious Div.*

ALL CONCERNED

December 13, 1976

J. R. Johnson  
Associate Warden (Programs)

Jewish Holy Days

Re: Hanukkah (Festival of Lights)

The period of Thursday, December 16th through Friday, December 24th is observed by persons of the Jewish faith as Hanukkah (Festival of Lights).

Inmates of the Jewish faith will be permitted to observe this hol. period on their respective units. This will probably involve prayer services each evening.

Rabbi Potasnik is providing Hanukkah cards for distribution to the inmate population on December 13, 1976. The appropriate candles will also be supplied on that date.

On Monday, December 20th, a special Hanukkah service will be held in the 7th floor visiting room. Rabbi Potasnik will conduct these services. Services will be held for inmates of the Jewish faith (as indicated on the attached list) from 8:00 p.m. to 8:30 p.m.

A special meal will be held from 8:30 p.m. to 11:00 p.m. on December 20, 1976. Rabbi Potasnik will supervise. Men and women on the approved list may attend. The cost of the kosher meal is \$6.00 per inmate. The New York Board of Rabbis is assuming the cost over \$6.00. Those inmates who wish to participate in the meal on December 20, 1976 must sign commissary forms for the indicated amount by no later than December 16.

I am asking Mike Rauch, Unit Manager, to assist in coordinating the December 20th activities.

Jewish inmates with Community Custody will be considered for evening furloughs on December 16 and 17, 1976, to participate in outside services at 205 Schermerhorn Street in Brooklyn (Rabbi Potasnik Synagogue). Eligible individuals should apply to their unit teams for consideration.

JRJ:mjp

cc: Mr. Larry F. Taylor  
Chief Correctional Supervisor  
Department Heads  
Father Tolentino  
Rabbi Potasnik  
Correctional Supervisors  
Chrono file ✓

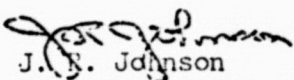
UNITED STATES GOVERNMENT

A 2028

# Memorandum

TO : ALL CONCERNED

DATE: March 2, 1977

FROM :   
J. R. Johnson  
Associate Warden (Programs)

SUBJECT: Jewish Holy Day Period  
Re: Purim (Festival of Lots)

Thursday, March 3rd begins a Jewish Holy Day Period of deep significance to our Jewish population. Special activities have therefore been planned to accommodate the religious beliefs of all concerned.

Catered kosher meals will be served on the evening of March 3rd. The meal will be a segment of the Jewish program for the evening. The cost of each meal will be \$5.00. Inmates desiring to purchase a meal will be required to sign the necessary commissary withdrawal form on March 3, 1977. The New York Board of Rabbis and Rabbi Potasnik will assume all costs over \$5.00 per inmate.

Purim services for Thursday evening will begin at 6:30 p.m. in the 7th floor visiting room. Services will run until completed or no later than 9:00 p.m. Inmates participating in the meal and services will be placed on the 7:30 p.m. outcount for counting purposes. Rabbi Potasnik and Associate Warden J. R. Johnson will provide the necessary supervision. The Internal Security Officer should provide the necessary escort services to insure all approved inmates are in the 7th floor visiting room no later than 6:30 p.m.

Inmates Nathan 04490, 2nd floor; Sternleib 83343, 5th floor; Hemlock 82335, 2nd floor; Becker 21206, 5th floor will coordinate the meal and services. Mr. Nathan will be in charge of preparing the kosher meals. The meals should be warmed and plated for delivery to the visiting room at 7:00 p.m.

Two outside clergy have been approved to assist with services. Rabbi S. Horowitz and Mr. Joseph Shristerman will be arriving at 6:30 p.m. to assist in conducting services.

The catered meals will be delivered between the hours of 1:00 p.m. and 4:00 p.m. on Thursday. Mr. Branch will be responsible for safekeeping the meals until served. The meals should be stored in a locked refrigerator prior to serving.

In addition to the catered meals, Food Service is requested to provide the following items for 35 people:

A 2029

ALL CONCERNED  
March 2, 1977  
Page Two (2)

|             |             |
|-------------|-------------|
| Cups        | Forks       |
| Grape Juice | Knives      |
| Salt        | Spoons      |
| Pepper      | Napkins     |
| Sugar       | Sweet & Low |

Inmates in detention status who purchase meals may consume same in their respective rooms. They will not be allowed to attend services off the floor however.

The attached list indicates the revised current list of Jewish inmates at the Metropolitan Correctional Center. Late arrivals or persons inadvertently left off the list may participate in the services by contacting their respective unit managers.

JRJ:mjp

cc: Mr. Larry F. Taylor  
Mr. S. D. Johnson  
Mr. A. D. Bergman  
Correctional Supervisors  
Department Heads  
Father Tolentino  
Unit Bulletin Boards



RX-0

A 2030

///A. B. Johnson  
J. R. Johnson

ALL CONCERNED

March 2, 1977

J. R. Johnson  
Associate Warden (Programs)

Jewish Holy Day Period

Re: Purim (Festival of Lots)

Thursday, March 3rd begins a Jewish Holy Day Period of deep significance to our Jewish population. Special activities have therefore been planned to accommodate the religious beliefs of all concerned.

Catered kosher meals will be served on the evening of March 3rd. The meal will be a segment of the Jewish program for the evening. The cost of each meal will be \$5.00. Inmates desiring to purchase a meal will be required to sign the necessary commissary withdrawal form on March 3, 1977. The New York Board of Rabbis and Rabbi Potasnik will assume all costs over \$5.00 per inmate.

Purim services for Thursday evening will begin at 6:30 p.m. in the 7th floor visiting room. Services will run until completed or no later than 9:00 p.m. Inmates participating in the meal and services will be placed on the 7:30 p.m. outcount for counting purposes. Rabbi Potasnik and Associate Warden J. R. Johnson will provide the necessary supervision. The Internal Security Officer should provide the necessary escort services to insure all approved inmates are in the 7th floor visiting room no later than 6:30 p.m.

Inmates Nathan 04490, 2nd floor; Sternleib 93343, 5th floor; Hemlock 82335, 2nd floor; Becker 21206, 5th floor will coordinate the meal and services. Mr. Nathan will be in charge of preparing the kosher meals. The meals should be warmed and plated for delivery to the visiting room at 7:00 p.m.

Two outside clergy have been approved to assist with services. Rabbi S. Horowitz and Mr. Joseph Shriesterman will be arriving at 6:30 p.m. to assist in conducting services.

The catered meals will be delivered between the hours of 1:00 p.m. and 4:00 p.m. on Thursday. Mr. Branch will be responsible for safekeeping the meals until served. The meals should be stored in a locked refrigerator prior to serving.

In addition to the catered meals, Food Service is requested to provide the following items for 35 people:

ALL CONCERNED  
March 2, 1977  
Page Two (2)

A 2031

Cups  
Grape Juice  
Salt  
Pepper  
Sugar

Forks  
Knives  
Spoons  
Napkins  
Sweet & Low

Inmates in detention status who purchase meals may consume same in their respective rooms. They will not be allowed to attend services off the floor however.

The attached list indicates the revised current list of Jewish inmates at the Metropolitan Correctional Center. Late arrivals or persons inadvertently left off the list may participate in the services by contacting their respective unit managers.

JRJ:njp

cc: Mr. Larry F. Taylor  
Mr. S. D. Johnson  
Mr. A. D. Bergman  
Correctional Supervisors  
Department Heads  
Father Tolentino  
Unit Bulletin Boards

A 2032  
METROPOLITAN C ORIENTAL CENTER

Jewish Participants  
(Purim - 3/03/77)

| REGISTER NUMBER | NAME               | LOCATION |
|-----------------|--------------------|----------|
| 02140-156       | BURKE, Alex        |          |
| 04643-153       | FORMAN, Michael    | 5-North  |
| 23206-175       | FOX, Bruce         | 5-North  |
| 26035-145       | CARDNER, Michael   | 11-South |
| 04028-150       | HALPERN, Burton    | 11-South |
| 02335-152       | HENLOCK, Alfred    | 7-South  |
| 05343-133       | JACOBSON, Ralph    | 2        |
| 03345-156       | KOLINGBERG, Harold | 5-North  |
| 00971-150       | MARKUS, Lewis      | 9-South  |
| 04722-158       | MEPHELSTEIN, Mack  | 11-South |
| 04490-150       | NATHAN, Jack       | 2        |
| 05363-156       | NEFT, Michael      | 2        |
| 00700-153       | PITOFKY, Sandy     | 5-North  |
| 05400-150       | POLLACK, Milton    | 7-South  |
| 05003-150       | SEIDMAN, Manuel    | 2        |
| 70277-150       | SPERLING, Herbert  | 2        |
| 63343-150       | STERNLIEB, Jerome  | 11-North |
| 00896-134       | STOFKY, George     | 5-North  |
| 01256-150       | VICTORY, Albert    | 2        |
| 04723-150       | WEISS, Samuel      | 11-North |
| 04370-150       | YACID, Calvin      | 2        |
| 01804-150       | ZOULUCK, Bernard   | 2        |
| 21206-170       | BECKER, Alexandria | 9-South  |
| 00436-183       | BERNSTEIN, Rose    | 5-South  |
| 00366-183       | KAPLAN, Joanne     | 5-South  |
| 00155-183       | KAPLAN, Shelly     | 5-South  |



2X-Q A 2033

|                | 1   | 2    | 3   | 4       | 5    | 6    | 7   | 8     | 9      | 10    | 11    |       | GRANT | DENY  |
|----------------|-----|------|-----|---------|------|------|-----|-------|--------|-------|-------|-------|-------|-------|
|                | Trf | Prog | Com | ComProg | Disc | Ops  | Med | Legal | Parole | Staff | Other | TOTAL | No.   | % No. |
| Alderson-1     | 5   | 27   | 9   | 78      | 133  | 7    | 24  | 17    | 3      | 34    | 2     | 334   | 111   | 23    |
| Allenwood-2    | 1   | 17   | 13  | 27      | 22   | 58   | 20  | 16    | 4      | 7     |       | 185   | 49    | 26    |
| Danbury-3      | 18  | 73   | 29  | 34      | 110  | 90   | 37  | 37    | 10     | 37    | 2     | 477   | 69    | 14    |
| Lewisburg-4    | 110 | 94   | 60  | 23      | 215  | 117  | 53  | 33    | 16     | 22    | 12    | 725   | 114   | 15    |
| Morgantown-5   | 12  | 7    | 1   | 9       | 50   | 2    | 1   |       | 1      | 6     |       | 89    | 19    | 21    |
| N.Y. MCC-6     | 12  | 7    | 24  | 6       | 29   | 35   | 19  | 2     | 1      | 17    |       | 152   | 53    | 35    |
| Petersburg-7   | 6   | 12   | 10  | 8       | 103  | 22   | 13  | 3     | 1      | 18    | 1     | 197   | 45    | 18    |
| NE REGION      | 164 | 237  | 146 | 185     | 562  | 331  | 167 | 103   | 36     | 141   | 17    | 2189  | 450   | 21    |
| Atlanta-8      | 43  | 42   | 52  | 3       | 151  | 44   | 68  | 65    | 27     | 26    | 8     | 529   | 128   | 24    |
| Ashland-9      | 11  | 14   | 9   | 6       | 59   | 36   | 34  | 7     | 3      | 12    | 1     | 192   | 51    | 27    |
| Butner-36      | 1   | 4    | 2   | 3       | 9    | 4    | 2   | 3     |        | 14    |       | 42    | 4     | 10    |
| Eglin AFB-10   | 3   |      | 1   | 20      | 4    |      | 4   | 1     | 1      |       | 1     | 35    | 3     | 9     |
| Lexington-11   | 14  | 8    | 2   | 8       | 111  | 10   | 7   | 6     | 1      | 4     | 1     | 172   | 1     | 24    |
| Maxwell AFB-12 | 1   |      | 4   | 6       | 8    | 5    | 4   | 5     | 2      | 5     | 2     | 42    | 10    | 24    |
| Miami-35       | 1   | 1    | 2   |         | 19   | 3    | 1   |       |        | 6     |       | 33    | 7     | 21    |
| Tallahassee-13 | 11  | 15   | 19  | 1       | 40   | 35   | 28  | 4     | 4      | 27    |       | 175   | 13    | 13    |
| SE REGION      | 85  | 84   | 82  | 47      | 401  | 137  | 148 | 91    | 38     | 94    | 13    | 1220  | 167   | 22    |
| Chicago MCC-21 | 7   | 3    | 2   | 9       | 31   | 6    | 5   | 6     | 3      | 1     | 2     | 75    | 21    | 29    |
| Leavenworth-14 | 65  | 43   | 60  | 5       | 188  | 49   | 30  | 52    | 13     | 13    |       | 518   | 8     | 13    |
| Marion-15      | 51  | 34   | 148 | 6       | 199  | 147  | 13  | 30    | 6      | 22    | 39    | 695   | 66    | 08    |
| Milan-16       | 11  | 10   | 15  | 3       | 126  | 50   | 28  | 23    | 3      | 25    | 4     | 300   | 2     | 17    |
| Oxford-17      | 17  | 37   | 37  | 4       | 94   | 76   | 18  | 16    | 4      | 35    | 5     | 343   | 91    | 27    |
| Sandstone-18   | 9   | 17   | 7   | 12      | 53   | 17   | 18  | 10    | 3      | 11    | 1     | 158   | 20    | 13    |
| Springfield-19 | 101 | 45   | 38  | 13      | 67   | 63   | 107 | 53    | 7      | 67    | 24    | 585   | 126   | 22    |
| Terre Haute-20 | 91  | 47   | 52  | 30      | 191  | 142  | 71  | 48    | 19     | 92    | 3     | 786   | 64    | 07    |
| NC REGION      | 352 | 236  | 359 | 82      | 951  | 550  | 290 | 238   | 58     | 266   | 78    | 3460  | 488   | 14    |
| El Reno-22     | 20  | 42   | 20  | 10      | 119  | 34   | 27  | 17    | 9      | 24    | 2     | 324   | 39    | 21    |
| Ft. Worth-23   | 2   | 1    | 1   | 3       | 167  | 4    | 2   | 14    | 4      | 12    |       | 150   | 4     | 23    |
| La Tuna-24     | 18  | 18   | 23  | 12      | 32   | 25   | 21  | 12    | 1      | 14    |       | 176   | 17    | 21    |
| Seagoville-25  | 6   | 4    | 9   | 7       | 60   | 22   | 3   | 2     | 2      | 16    |       | 131   | 13    | 10    |
| Texarkana-26   | 19  | 12   | 9   | 5       | 76   | 40   | 35  | 23    | 7      | 53    | 8     | 292   | 10    | 14    |
| SC REGION      | 65  | 77   | 62  | 37      | 394  | 125  | 88  | 73    | 23     | 119   | 10    | 1073  | 193   | 18    |
| Englewood-27   | 2   | 2    |     | 5       | 30   | 8    | 7   |       | 1      | 8     | 1     | 64    | 7     | 08    |
| Lompoc-29      | 25  | 27   | 14  | 21      | 116  | 56   | 49  | 12    | 3      | 40    | 1     | 364   | 34    | 18    |
| McNeil Is.-30  | 28  | 21   | 29  | 13      | 118  | 47   | 22  | 27    | 2      | 50    |       | 357   | 30    | 08    |
| Pleasanton-33  | 18  | 4    | 3   | 1       | 42   | 7    | 2   |       |        | 9     |       | 86    | 19    | 22    |
| Safford-31     | 1   | 2    |     | 6       | 15   | 11   | 1   | 1     |        | 9     | 2     | 48    | 6     | 13    |
| San Diego-34   |     | 1    | 10  | 2       | 18   | 14   | 30  | 1     | 1      | 15    |       | 92    | 15    | 37    |
| Terminal I.-32 | 10  | 13   | 19  | 26      | 105  | 28   | 114 | 5     | 8      | 24    |       | 357   | 14    | 21    |
| W REGION       | 84  | 75   | 75  | 74      | 464  | 171  | 225 | 46    | 15     | 155   | 4     | 1388  | 125   | 16    |
| GRAND TOTAL    | 750 | 709  | 724 | 425     | 2872 | 1314 | 915 | 551   | 170    | 775   | 122   | 9330  | 1623  | 17    |

ADMINISTRATIVE REVIEW PROCEDURE- LOCAL FILINGS- 1976

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Alderson-1  
Allenwood-2  
Danbury-3  
Lewisburg-4  
Morgantown-5  
N.Y. MCC-6  
Petersburg-7

NE REGION

Atlanta-8  
Ashland-9  
Butner-36  
Eglin AFB-10  
Lexington-11  
Maxwell AFB-12  
Miami-35  
Tallahassee-13

SE REGION

Chicago MCC-21  
Leavenworth-14  
Marion-15  
Milan-16  
Oxford-17  
Sandstone-18  
Springfield-19  
Terre Haute-20

NC REGION

El Reno-22  
Ft. Worth-23  
La Tuna-24  
Seagoville-25  
Texarkana-26

SC REGION

Englewood-27  
Lompoc-29  
McNeil Is.-30  
Pleasanton-33  
Safford-31  
San Diego-34  
Terminal I.-32

W REGION

GRAND TOTAL

|                    | Trf | Prog | Com | ComProg | Disc | Opns | Med | Legal | Parole | Staff | Other | TOTAL | No. | %  |
|--------------------|-----|------|-----|---------|------|------|-----|-------|--------|-------|-------|-------|-----|----|
| Alderson-1         | 6   | 2    | 2   | 12      | 12   | 2    | 1   | 3     | 2      | 2     |       | 44    | 3   | 10 |
| Allenwood-2        | 1   | 10   | 3   | 19      | 6    | 12   | 6   | 12    | 1      | 2     | 1     | 80    | 4   | 06 |
| Danbury-3          | 4   | 20   | 8   | 9       | 34   | 16   | 10  | 11    | 2      | 8     |       | 122   | 11  | 10 |
| Lewisburg-4        | 45  | 34   | 12  | 16      | 84   | 22   | 7   | 23    | 4      | 1     | 1     | 249   | 25  | 14 |
| Morgantown-5       |     | 1    |     |         | 8    |      |     |       |        |       |       | 9     |     |    |
| N.Y. MCC-6         |     | 1    | 1   | 1       | 5    | 3    | 1   |       |        |       |       | 12    | 2   | 17 |
| Petersburg-7       | 3   |      | 4   | 1       | 35   | 4    | 1   | 2     |        | 3     | 1     | 54    | 7   | 18 |
| <u>NE REGION</u>   | 59  | 68   | 30  | 58      | 184  | 66   | 26  | 51    | 9      | 16    | 3     | 570   | 52  | 12 |
| Atlanta-8          | 17  | 7    | 26  |         | 62   | 18   | 30  | 28    | 1      | 13    | 28    | 230   | 11  | 06 |
| Ashland-9          | 4   | 2    | 2   | 2       | 18   | 5    | 3   | 3     |        | 11    | 4     | 54    | 3   | 08 |
| Butner-36          | 1   |      | 3   |         |      |      |     |       | 1      | 2     |       | 7     |     |    |
| Eglin AFB-10       | 1   |      | 1   | 4       | 3    | 1    |     |       | 1      | 5     | 1     | 17    | 1   | 08 |
| Lexington-11       |     |      |     |         | 16   |      | 1   |       |        | 6     |       | 23    |     |    |
| Maxwell AFB-12     |     |      | 1   | 1       | 3    |      |     |       | 1      |       | 1     | 7     |     |    |
| Miami-35           |     |      |     |         | 2    |      |     |       |        | 1     |       | 3     |     |    |
| Tallahassee-13     | 1   | 1    | 1   |         | 8    | 3    | 5   |       |        | 5     |       | 24    |     |    |
| <u>SE REGION</u>   | 24  | 10   | 34  | 7       | 112  | 27   | 39  | 31    | 4      | 43    | 34    | 365   | 15  | 06 |
| Chicago MCC-21     | 4   | 1    |     |         | 5    | 1    |     | 4     |        |       |       | 15    | 1   | 08 |
| Leavenworth-14     | 28  | 12   | 21  | 2       | 98   | 24   | 5   | 19    | 8      | 6     |       | 223   | 13  | 07 |
| Marion-15          | 28  | 11   | 64  | 1       | 93   | 49   | 4   | 25    | 2      | 11    |       | 288   | 20  | 09 |
| Milan-16           | 8   | 1    | 2   | 2       | 19   | 10   | 4   | 7     |        | 5     |       | 58    | 7   | 20 |
| Oxford-17          | 3   | 6    | 10  | 2       | 27   | 12   | 5   | 1     |        | 6     |       | 72    | 5   | 10 |
| Sandstone-18       | 1   | 4    | 1   | 5       | 23   | 2    | 2   | 3     |        | 3     |       | 44    | 4   | 13 |
| Springfield-19     | 31  | 7    | 11  | 3       | 21   | 9    | 22  | 13    | 2      | 16    | 1     | 136   | 8   | 09 |
| Terre Haute-20     | 34  | 12   | 35  | 2       | 84   | 23   | 23  | 17    | 4      | 38    | 1     | 272   | 17  | 08 |
| <u>NC REGION</u>   | 137 | 54   | 144 | 17      | 370  | 130  | 65  | 89    | 16     | 85    | 2     | 1109  | 75  | 09 |
| El Reno-22         | 8   | 9    | 4   | 1       | 57   | 6    | 5   | 7     | 1      | 8     | 2     | 108   | 7   | 09 |
| Ft. Worth-23       |     |      |     | 1       | 11   |      |     | 6     | 3      | 2     | 2     | 25    | 2   | 11 |
| La Tuna-24         | 4   | 9    | 4   | 2       | 14   | 3    | 7   | 6     | 1      | 5     |       | 55    | 5   | 13 |
| Seagoville-25      |     | 2    |     | 3       | 8    |      |     | 2     | 1      | 5     |       | 21    | 1   | 06 |
| Texarkana-26       | 7   | 6    | 1   |         | 32   | 7    | 11  | 12    | 9      | 8     |       | 93    | 9   | 13 |
| <u>SC REGION</u>   | 19  | 26   | 9   | 7       | 122  | 16   | 23  | 33    | 15     | 28    | 4     | 302   | 24  | 11 |
| Englewood-27       |     |      | 1   |         | 13   |      |     |       |        |       |       | 14    | 2   | 17 |
| Lompoc-29          | 9   | 4    | 1   | 8       | 37   | 6    | 4   | 4     | 1      | 10    | 2     | 86    | 6   | 10 |
| McNeil Is.-30      | 14  | 5    | 9   | 5       | 40   | 9    | 14  | 11    |        | 11    | 1     | 119   | 11  | 12 |
| Pleasanton-33      |     |      | 1   |         | 14   |      |     |       |        |       |       | 15    | 3   | 23 |
| Safford-31         | 2   |      |     |         | 2    |      |     |       |        |       |       | 4     |     |    |
| San Diego-34       |     |      | 2   |         | 2    | 1    | 5   | 1     |        | 1     |       | 12    | 1   | 14 |
| Terminal I.-32     | 3   | 4    | 5   |         | 35   | 2    | 4   | 3     | 2      | 5     |       | 64    | 5   | 12 |
| <u>W REGION</u>    | 28  | 13   | 19  | 14      | 143  | 18   | 27  | 19    | 3      | 27    | 3     | 314   | 28  | 12 |
| <u>GRAND TOTAL</u> | 267 | 171  | 236 | 103     | 931  | 257  | 180 | 223   | 47     | 199   | 46    | 2660  | 194 | 10 |



| 1   | 2    | 3   | 4       | 5    | 6    | 7   | 8     | 9      | 10    | 11    |       |     |    |     |     |       |     |     |  |
|-----|------|-----|---------|------|------|-----|-------|--------|-------|-------|-------|-----|----|-----|-----|-------|-----|-----|--|
| Trf | Prog | Com | ComProg | Disc | Opns | Med | Legal | Parole | Staff | Other | TOTAL | No. | %  | No. | %   | Other | PRD | ST  |  |
| 3   |      | 2   | 2       | 5    | 2    |     | 1     |        | 2     |       | 17    | 2   | 33 | 4   | 67  |       | 3   | 8   |  |
| 1   | 22   | 1   | 10      | 7    | 12   | 5   | 7     | 4      | 2     | 1     | 72    | 13  | 23 | 12  | 74  | 2     | 4   | 11  |  |
| 4   | 17   | 5   | 6       | 19   | 5    | 7   | 4     | 1      | 3     |       | 71    | 5   | 10 | 44  | 85  | 3     | 1   | 16  |  |
| 17  | 39   | 10  | 9       | 55   | 20   | 7   | 15    | 1      |       | 1     | 174   | 5   | 4  |     | 92  | 5     | 1   | 52  |  |
| 1   |      |     |         | 1    | 1    | 1   |       |        |       |       | 4     |     |    | 2   | 67  | 1     |     | 1   |  |
|     |      |     | 1       | 3    | 3    | 1   |       |        |       |       | 8     | 1   | 33 | 2   | 67  |       | 2   | 3   |  |
| 3   | 2    |     |         | 11   | 4    | 1   |       | 1      |       |       | 22    |     |    | 11  | 92  | 1     | 3   | 7   |  |
| 29  | 80   | 18  | 28      | 101  | 47   | 22  | 27    | 7      | 7     | 2     | 368   | 26  | 10 | 213 | 85  | 12    | 17  | 100 |  |
| 15  | 82   | 21  |         | 39   | 13   | 9   | 24    | 1      | 2     | 1     | 207   | 24  | 15 | 127 | 83  | 4     | 5   | 21  |  |
| 2   |      | 5   |         | 7    | 2    | 3   | 4     | 3      | 2     |       | 28    | 2   | 11 | 16  | 84  |       |     | 10  |  |
|     | 2    | 3   |         |      |      |     | 1     | 1      | 1     | 1     | 9     |     |    | 3   | 100 |       | 1   | 5   |  |
| 2   | 3    |     | 1       | 1    |      |     |       |        |       |       | 7     |     |    | 5   | 100 |       | 2   |     |  |
|     | 2    |     | 1       | 2    |      |     | 1     |        |       |       | 6     | 1   | 20 | 4   | 80  |       |     | 1   |  |
| 12  | 1    |     |         | 1    |      |     | 1     |        |       |       | 4     |     |    | 1   | 100 |       |     | 3   |  |
|     |      |     |         | 1    |      |     |       |        |       |       | 1     |     |    | 1   | 100 |       |     |     |  |
| 13  |      | 2   |         | 1    |      | 1   |       |        | 1     | 1     | 6     |     |    | 1   | 100 |       |     | 2   |  |
|     |      |     |         |      |      |     |       |        |       |       |       |     |    |     |     |       |     |     |  |
| 20  | 90   | 31  | 2       | 52   | 15   | 13  | 31    | 5      | 6     | 3     | 268   | 17  | 14 | 149 | 84  | 4     | 8   | 60  |  |
|     |      |     |         |      |      |     |       |        |       |       |       |     |    |     |     |       |     |     |  |
| 21  | 1    |     |         | 3    | 1    |     |       |        |       |       | 5     |     |    | 4   | 100 |       | 1   |     |  |
| 14  | 19   | 22  | 15      | 47   | 7    | 3   | 23    | 2      | 3     | 1     | 148   | 4   | 7  | 145 | 91  | 2     |     | 22  |  |
|     | 23   | 23  | 44      | 63   | 23   | 2   | 14    | 3      | 7     |       | 205   | 14  | 9  | 144 | 84  | 4     | 5   | 58  |  |
|     |      | 2   | 2       | 5    | 3    | 5   | 7     |        |       | 2     | 28    | 2   | 20 | 7   | 70  | 1     | 1   | 17  |  |
|     | 1    | 7   | 3       | 14   | 6    | 2   | 2     |        | 2     | 1     | 39    | 2   | 6  | 17  | 91  | 1     | 2   | 5   |  |
|     | 1    | 9   | 2       | 7    |      | 2   | 4     |        | 2     |       | 27    | 2   | 10 | 14  | 90  |       |     | 6   |  |
| 19  | 12   | 3   | 1       | 14   | 2    | 8   | 9     | 2      | 1     |       | 58    | 8   | 15 | 37  | 84  |       |     | 13  |  |
| 20  | 11   | 18  |         | 48   | 16   | 10  | 14    | 7      | 16    | 1     | 165   | 11  | 7  | 136 | 91  | 3     | 3   | 12  |  |
|     | 68   | 87  | 8       | 201  | 58   | 32  | 78    | 14     | 31    | 5     | 675   | 16  | 9  | 478 | 84  | 11    | 12  | 113 |  |
|     |      |     |         |      |      |     |       |        |       |       |       |     |    |     |     |       |     |     |  |
|     | 3    | 4   | 1       | 16   | 5    |     | 3     |        | 1     |       | 36    | 4   | 13 | 26  | 87  |       |     | 6   |  |
|     |      | 1   |         | 8    |      |     | 3     |        | 1     |       | 13    |     |    | 7   | 100 | 2     |     | 4   |  |
|     |      | 1   |         | 3    |      | 5   | 2     |        |       |       | 11    |     |    | 7   | 100 |       |     | 4   |  |
| 5   | 1    | 1   |         | 1    |      |     |       |        |       |       | 3     |     |    | 2   | 100 |       |     | 1   |  |
|     | 2    | 1   | 2       | 11   | 2    | 3   | 15    |        | 1     |       | 37    | 2   | 8  | 32  | 92  |       | 3   | 10  |  |
|     | 5    | 7   | 5       | 41   | 7    | 8   | 23    |        | 3     |       | 100   | 6   | 9  |     | 11  |       | 5   | 25  |  |
|     |      |     |         |      |      |     |       |        |       |       |       |     |    |     |     |       |     |     |  |
|     |      | 1   |         | 2    |      |     |       |        |       |       | 3     |     |    | 3   | 100 |       |     |     |  |
|     | 3    | 1   | 1       | 16   | 3    | 3   | 1     |        |       | 1     | 29    |     |    | 12  | 90  | 2     |     | 9   |  |
| 30  | 6    | 8   | 4       | 14   | 8    | 8   | 5     |        |       |       | 56    | 4   | 9  | 34  | 85  | 3     | 4   | 6   |  |
| 33  |      |     |         | 7    | 4    |     |       |        |       |       | 11    |     |    | 10  | 100 |       | 1   |     |  |
|     |      | 1   | 1       |      |      | 1   | 1     |        |       |       | 4     |     |    | 3   | 100 |       |     | 1   |  |
|     |      | 1   |         | 1    |      | 1   |       |        |       |       | 3     |     |    | 2   | 100 |       |     | 1   |  |
| -32 |      | 5   |         | 2    | 10   |     | 1     |        | 1     |       | 19    | 1   |    |     |     |       |     | 2   |  |
|     | 7    | 14  | 8       | 60   | 15   | 13  | 3     |        | 1     | 1     | 125   | 5   | 5  | 11  |     | 5     | 5   | 15  |  |
|     |      |     |         |      |      |     |       |        |       |       |       |     |    |     |     |       |     |     |  |
|     |      |     |         |      |      |     |       |        |       |       |       |     |    |     |     |       |     |     |  |



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|               | 1   | 2    | 3    | 4       | 5      | 6    | 7   | 8     | 9      | 10    | 11    | TOTAL | GRANT |         | DE      |
|---------------|-----|------|------|---------|--------|------|-----|-------|--------|-------|-------|-------|-------|---------|---------|
|               | Trf | Prog | Comm | ComProg | Discip | Opns | Med | Legal | Parole | Staff | Other |       | No.   | Percent | No. Per |
| Alderson      | 4   | 44   | 8    | 27      | 50     | 4    | 15  | 8     |        | 15    | 1     | 176   | 53    | 30      | 122     |
| Allenwood     | 3   | 13   | 3    | 65      | 20     | 19   | 11  | 6     | 2      | 3     |       | 145   | 48    | 33      | 89      |
| Danbury       | 6   | 47   | 18   | 30      | 84     | 11   | 20  | 9     | 4      | 40    | 1     | 270   | 20    | 7       | 233     |
| Lewisburg     | 25  | 48   | 32   | 17      | 88     | 52   | 29  | 28    | 16     | 7     |       | 342   | 66    | 19      | 253     |
| Morgantown    | 14  | 11   |      | 7       | 52     | 3    | 4   |       | 1      | 6     |       | 98    | 11    | 11      | 72      |
| New York MCC  | 8   | 2    | 8    | 27      | 5      | 17   | 13  | 1     |        | 9     |       | 90    | 31    | 34      | 52      |
| Petersburg    | 2   | 6    | 4    | 14      | 74     | 15   | 13  | 1     | 2      | 1     |       | 132   | 15    | 11      | 106     |
| NE REGION     | 62  | 171  | 73   | 187     | 373    | 121  | 105 | 53    | 25     | 81    | 2     | 1253  | 244   | 19      | 339     |
| Atlanta       | 30  | 40   | 28   | 9       | 91     | 41   | 46  | 60    | 11     | 13    | 2     | 371   | 63    | 17      | 289     |
| Ashland       | 6   | 6    | 6    | 6       | 28     | 13   | 15  | 3     | 2      | 16    |       | 101   | 21    | 21      | 71      |
| Eglin AFB     |     | 1    |      | 7       | 4      | 2    | 6   | 1     |        | 3     | 1     | 25    | 5     | 20      | 19      |
| Lexington     | 31  | 3    | 7    | 17      | 79     | 11   | 8   | 5     | 3      | 4     | 1     | 169   | 33    | 22      | 125     |
| Maxwell AFB   | 3   | 2    | 1    | 11      | 3      | 1    |     |       |        |       |       | 21    | 3     | 14      | 18      |
| Tallahassee   | 17  | 2    | 21   | 4       | 55     | 25   | 36  | 4     | 4      | 16    |       | 184   | 32    | 17      | 120     |
| SE REGION     | 87  | 54   | 63   | 54      | 260    | 93   | 111 | 73    | 20     | 52    | 4     | 871   | 162   | 19      | 542     |
| Chicago MCC   | 61  | 27   | 30   | 8       | 132    | 37   | 19  | 48    | 5      | 8     |       | 0     | 72    | 19      | 292     |
| Leavenworth   |     |      |      |         |        |      |     |       |        |       |       | 375   |       |         |         |
| Marion        | 43  | 60   | 55   | 13      | 104    | 54   | 9   | 30    | 13     | 4     | 7     | 392   | 65    | 17      | 276     |
| Milan         | 2   | 13   | 5    | 6       | 180    | 12   | 6   | 8     | 1      | 3     |       | 237   | 31    | 13      | 179     |
| Oxford        | 35  | 22   | 26   | 5       | 92     | 50   | 30  | 12    | 8      | 12    | 5     | 297   | 70    | 24      | 199     |
| Sardstone     | 18  | 14   | 4    | 20      | 16     | 7    | 13  | 6     | 2      | 11    |       | 111   | 17    | 15      | 22      |
| Springfield   | 48  | 82   | 27   | 40      | 61     | 65   | 76  | 26    | 9      | 76    | 13    | 543   | 129   | 24      | 355     |
| Terre Haute   | 48  | 22   | 21   | 30      | 128    | 52   | 32  | 18    | 11     | 20    | 5     | 387   | 26    | 7       | 226     |
| NC REGION     | 275 | 240  | 168  | 122     | 713    | 278  | 185 | 148   | 49     | 134   | 20    | 2342  | 410   | 13      | 1740    |
| El Reno       | 18  | 30   | 23   | 10      | 110    | 64   | 32  | 16    | 7      | 48    | 1     | 359   | 51    | 14      | 288     |
| Ft. Worth     | 4   | 1    |      | 6       | 23     |      | 3   | 6     | 1      | 2     |       | 46    | 13    | 28      | 33      |
| La Tuna       | 14  | 13   | 11   | 10      | 22     | 7    | 20  | 3     |        | 4     | 1     | 105   | 31    | 30      | 65      |
| Seagoville    | 13  | 3    | 2    | 14      | 15     | 15   | 1   | 7     | 1      | 23    |       | 94    | 14    | 15      | 76      |
| Texarkana     | 17  | 10   | 5    | 4       | 49     | 16   | 13  | 14    | 2      | 8     |       | 133   | 14    | 10      | 118     |
| SC REGION     | 65  | 57   | 41   | 44      | 219    | 122  | 69  | 46    | 11     | 85    | 2     | 742   | 123   | 17      | 590     |
| Englewood     | 6   | 4    | 5    | 3       | 38     | 11   | 2   |       |        | 12    |       | 81    | 13    | 16      | 68      |
| Florence      |     |      |      |         |        | 1    |     |       |        | 1     |       | 2     |       |         | 2       |
| Lompoc        | 30  | 24   | 8    | 18      | 34     | 17   | 16  | 7     | 4      | 43    | 1     | 202   | 53    | 26      | 138     |
| McNeil Island | 24  | 24   | 19   | 5       | 60     | 16   | 19  | 23    | 5      | 5     |       | 200   | 23    | 12      | 146     |
| Pleasanton    | 38  |      | 4    | 1       | 84     | 6    | 3   |       |        | 15    | 1     | 152   | 31    | 20      | 113     |
| Safford       |     | 1    | 2    | 5       | 3      | 1    |     |       |        | 1     |       | 13    | 2     | 15      | 11      |
| San Diego MCC | 2   | 2    | 3    |         | 9      | 7    | 21  |       | 1      | 4     |       | 49    | 6     | 12      | 41      |
| Terminal Is.  | 8   | 16   | 2    | 21      | 63     | 11   | 19  | 2     | 3      | 24    |       | 169   | 18    | 12      | 130     |
| W REGION      | 103 | 71   | 43   | 53      | 291    | 70   | 80  | 32    | 13     | 105   | 2     | 858   | 146   | 17      | 649     |
| GRAND TOTAL   | 508 | 593  | 388  | 460     | 1855   | 664  | 550 | 352   | 118    | 457   | 40    | 6076  | 1085  | 18      | 4530    |

LOCAL FILINGS - ADMINISTRATIVE REMEDY PROCEDURE - CALENDAR YEAR 1975

A 2037

# Memorandum

TO : Larry Taylor, Warden

DATE: March 15th, 1977

FROM : Robert Harris, Educational Specialist

SUBJECT: Quarterly Report

1. LAW LIBRARY : provided the following services to the residents of the M.C.C.;
  - (a) Book requests filled-we have included herein an estimate of services from the date of this report to the end of the quarter. Number filled 383.
  - (b) Xerox services furnished-( in lieu of book delivery when books are not available and/or when the material involved refers to very recent changes in applicable law(s) of interest and importance to large numbers of the resident population. In addition the Law Library maintains an inventory of photo-copy material which has been found to be regularly requested, i.e.: Interstate Agreement on Detainers; Parole Reform Act; Time Computation Statutes-Title 18; etc. etc.
  - (c) For this quarter there was an aggregate of 498 requests (this number represents book requests combined with Xerox services) which were filled.
  - (d) The Law Library continues to be open to working residents, on request, at such times that do not conflict with their working schedules.
  - (e) Book and material losses have been dramatically reduced. A set of "The Rules of the Law Library" accompanies each request that is filled. The rules enunciate the penalties for "the destruction or withholding of Federal property", careful attention to inmate bus-shipments and early collections of issued books has kept losses at a minimum. Nevertheless there are instances of loss due to the following reasons:
    - a/ Pages torn out by borrowers
    - b/ Sudden bus-movements, resulting in removal of law books with personal property, or books having been given by one resident to an unknown party on the floor-not an officer.
    - c/ Lending of books by one resident to another without authorization.
    - d/ Inmates shipped-out whose personal possessions include library books.
  - (f) Services rendered this quarter are slightly above the preceding quarter.



UNITED STATES GOVERNMENT

A 2038

# Memorandum

TO : Larry Taylor, Warden

DATE: March 15th, 1977

FROM : Robert Harris, Educational Specialist

SUBJECT: Quarterly Report

2. EMPIRE STATE COLLEGE PROGRAM-

- Continuing the outstanding job started in Sept-76 by Shirley Ariker, Mentor/Coordinator, the following information is submitted:
- (a) Eight additional students have been taken into the program bringing our total student intake to 27, with 21 presently involved, and one drop out.

Five students are presently involved on the street after having started their course of study at the M.C.C.

- (b) The average number of residents at lectures is 13, average increase of three over last quarter.
- (c) The following lectures were given during the quarter:

Learning in Prison Environment - Shirley Ariker

Equality in Education - Mark Kesselman (Prof. of Political Science, Columbia University)

What Does Medical Care Do For You ? - Sally Guttmacher and Kim Hopper - Columbia University School of Public Health.

Prison Health - Hila Shearer (Nurse & Doctoral Student at Columbia School of Public Health.)

History of Labor Movement in America Part 1 - Jack Hammond and Jerry Finch Profs. of History - Columbia University.

The Military/Industrial Complex - Leo Cawley - Rutgers University - Economics Prof.

History of Labor Movement in America Part 2 - Jack Hammond and Jerry Finch.

Health & Sociology - Harold Fruchtbaum - Prof. of Columbia School of Public Health.

The Nature Of Religion - Wayne Proudfoot - Prof. of Theology Columbia

(d) LIST OF TUTORS PRESENTLY ACTIVE:



A 2039

UNITED STATES GOVERNMENT

# Memorandum

TO : Larry Taylor, Warden

DATE: March 15th, 1977

FROM : Robert Harris, Educational Specialist

SUBJECT: Quarterly Report

## EMPIRE STATE COLLEGE CONTINUED-

### TUTORS-

Thomas Gruhfeld-Sociology  
Beverly Owen- Art  
Frank Herman-Musicology  
Al Auster- Economics & Political Sceince  
Helen Ishofsky- Psychology  
Robert Perry- Marine Studies

Programs have been running quite well, except for occasional difficulties with definitive procedures handling students who are found to be transfered out of M.C.C. withour prior notice to this department.

A 2040

UNITED STATES GOVERNMENT

# Memorandum

TO : Larry Taylor, Warden

DATE: March 15th, 1977

FROM : Robert Harris, Educational Specialist

SUBJECT: Quarterly Report

3. SESAME STREET, has been operative since Christmas Day 1976, with 12 residents having participating to date. The entire facility is decorated and the M.C.C. Closed Circuit TV System is transmitting substantial program material upon request.

The center is open for a minimum of three hours per day, except Wednesday and Thursday, with Saturday and Sunday being the heaviest of programming days. Average attendance per session has been 12 with as many as 40 youngsters active on some Sundays.

4. FIELD WORK AND VOLUNTEERS:

- (a) The Salvation Army continues to provide Social Work Services on request in addition to their Tuesday afternoon visits. The average number of residents seen on a given day is six, although, they have been known to return the following day when appointments exceed fifteen.
- (b) Ms. Chris Garrettson, Hunter College Graduate School of Community Health, is presently serving an internship of twelve hours per week by teaching a two hour Health Workshop on the women's unit, a two hour exercise class, and eight hours in the Hospital performing Health Counselling Services.
- (c) YOGA PROGRAM:

Provided by the Shivenanda Yoga Vedanta Institute - two hours per week, average attendance is four.

5. CALISTHENICS:

Mr. Kerry Nicholson, previously a field work student at this institution, is presently employed as a Phy/Ed Health Ed instructor. As a result of his excellent work, he is continuing his Calisthenics classes on the units as well as creating a program of Cardio-Vascular maintenance for residents. His average attendance per session is seven.

6. ENGLISH AS A SECOND LANGUAGE:

Has processed 100 students with 30 presently active. Average attendance this quarter has been 32. Units five (5) and two (2) have continued to maintain their classes. The continued success of last quarter's entire group reorganization still allows unit eleven (11) to maintain their class. (A second ESL instructor has been added at no cost to the institution to facilitate a more effective operation of the program.)



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan



A 2041

UNITED STATES GOVERNMENT

# Memorandum

TO : Larry Taylor, Warden

DATE: March 15th, 1977

FROM : Robert Harris, Educational Specialist

SUBJECT: Quarterly Report

7. HUMAN SEXUALITY AND FAMILY DYNAMICS: One two (2) hour class per/week, on Wednesdays from 8:00 to 10:00 PM instructed by Ms. Patricia North. Fifth and second floor residents are supervised and escorted by Mr. Kerry Nicholson. This program has processed 88 residents, of which 35 are presently active. The average weekly attendance is 20.
8. CREATIVE WRITING: Due to great inconsistencies of attendance on the units previously scheduled, this program has been permanently placed on unit 3, average attendance has been 8. In an effort to improve the quality of the program, added adult basic education instruction in the area of writing has been provided.
9. LIFE SKILLS WORKSHOP: Monday evenings, one (2) hour class for residents of units 2 and 5. Instructed by Ms. Phyllis Shatsky (Title III, ABE, N.Y.C. Bd. of Education) Supervised and escorted by Mr. Kerry Nicholson. Average attendance is fifteen.
10. FINE ARTS WORKSHOP: 194 students have been processed this quarter, with 35 students still active. The average attendance this quarter has been 16.
11. GENERAL ARTS WORKSHOP: 130 students have been processed this quarter, with 35 students still active. The average attendance this quarter has been 11.
12. SCULPTURE: Since our last report this area has improved significantly. Problems regarding consistency of attendance of the instructor and efficiency of obtaining supplies have been eliminated and consequently attendance has risen, with 16 students presently active, an average of 13. In addition, our instructor has been able to provide a graduate student in Art and Design so that we are able to expand our services.
13. DANCE-MOVEMENTS WORKSHOP-Instructed by Ms. Monica Meehan of N.Y.U. offered on unit five south to four groups. Average attendance is presently 15.
14. NEWSPAPER PROGRAM: running smoothly with the Daily News, El Diario and the N.Y. Times sold daily and the Amsterdam News sold on Thursdays, Sunday Times and News available as well.



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan



A 2042

UNITED STATES GOVERNMENT

# Memorandum

TO : Larry Taylor, Warden

DATE: March 15th, 1977

FROM : Robert Harris, Education Specialist

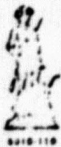
SUBJECT: Quarterly Report

15. DRAMA WORKSHOP: has processed 80 residents with 19 resident presently active. The average attendance is presently 13.
16. MAGAZINES: Obtained from the G.P.O., bi-weekly for distribution to the entire population. Difficulty in providing these items during the month of January was due to Christmas post office rush.
17. RECREATIONAL LIBRARY-Although it was felt that requests for reading material would be greater than indicated below, we assume that this discrepancy is due to our policy of accepting various reading materials for residents from visitors. To date 33 requests have been filled with 2 denied due to unavailability of the requested title.
18. M.C.C. CLOSED CIRCUIT EDUCATIONAL TV: At present all units of education TV system have been installed, as a result of the excellent cooperation of Mechanical Services in providing a creative design for housing the 18 monitors. In conjunction with this installation, catalogs have been prepared and distributed indicating subject matter and procedures relevant to operation of the system.

It was hoped that this "immediate access" system would be operating by mid-Feb, but difficulties have been encountered in providing keys to necessary personnel throughout the institution. We are hoping to open the system no later than March 18th, 1977.

With regard to production capacity and the studio section of the system, we have already produced one half of what we anticipate will be a full and meaningful orientation program, and half of what will be the total Jewish Religion Services Program. We have prepared in excess of 112 separate programs so that they are all video format, with another 45 programs awaiting our attention.

Delays in receipt of certain necessary hardware have impeded progress of further productions. Unfortunately, recent pressures have caused a sufficient reduction in population resulting in a slow down of much of the planned activity in this area. Still significant success have been achieved to date and we expect to use the system more and more each day.
19. GED - has processed 24 students this quarter with 7 presently active. 14 students have taken the High School Equivalency Examination, with 12 passing. Average attendance has been 7 per session. 7 referrals from ABE.



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

A 2043

UNITED STATES GOVERNMENT

# Memorandum

TO : Larry Taylor, Warden

DATE: March 15th, 1977

FROM : Robert Harris, Educational Specialist

SUBJECT: Quarterly Report

20. ADULT BASIC EDUCATION PROGRAM: serves all units. The program during this quarter has processed 168 students with 36 presently active. The average daily attendance has been 36. 14 tutors have been assigned with all 14 presently active. 7 ABE students have been referred to the GED program this quarter.
21. NEW PROGRAMS: A class intitled "Crisis Areas in World Politics" instructed by Prof. John Stoecissinger of Hunter College is being taught weekly to qualified residents at no cost to the institution. College credit is available to students thru either Empire State College or Hunter College.

\* RH/jh



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan



RX- BB

A 2044

OPTIONAL FORM NO. 10  
JULY 1973 EDITION  
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

# Memorandum

TO : Larry Taylor, Warden

DATE: December 15, 1976

FROM : Robert Harris, Educational Specialist

SUBJECT: Quarterly Report

In response to the specific objectives for the coming quarter, the following information is submitted:

- 1/ See attached item #19 Educational Quarterly report.
- 2/ At present hobbycraft materials suitable for use at the P.C.C. have been identified by Mr. David. We are presently involved in creating a catalogue suitable for use by residents in ordering, i.e., pictures, etc..
- 3/ Schedule of classes and activities published and disseminated. List of library books in the process of being revised due to a large acquisition of Spanish Language novels. Expect availability on units by mid to late January.
- 4/ Senate Street Program will open during week of 12/20/76; see item #2 of Education Quarterly report for further explanation.
- 5/ The Education Department is prepared to administer any study/release program for residents approved by the Unit Team(s). We are awaiting a return communication from the Atlas Barber School indicating parameters for the use of their facility and students to be used in a barber training program at the P.C.C.
- 6/ The following Evening Schedule is provided for cadre residents at present:
  - Monday: Lifeskills, - Women's Class from 5:30-8:30, Coeducational from 8:00-10:00.
  - Tuesday: Yokefellow meetings occupy entire evening.
  - Wednesday: Drama Program (Co-educational) from 5:30-7:00, with Human Sexuality and Family Dynamics from 8:00-10:00.
  - Thursday: Alcoholics Anonymous meets and occupies the entire evening.



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

RX- BB



A 2045

UNITED STATES GOVERNMENT

# Memorandum

TO : Larry Taylor, Warden

DATE: December 15, 1976

FROM : Robert Harris, Educational Specialist

SUBJECT: Quarterly Report

Friday, Saturday and Sunday Evenings, on these three days it is extremely difficult to program due to the following staff, (contract), prefer not to work, and additionally women prefer not to come to this area of the city by Public transportation.

- 7/ Availability of the law library will be expanded to include two (2) evenings per/week.
- 8/ This department will attempt to provide a large group of better novels to be borrowed in the same manner as local material by February 1, 1977, through specific purchases made with Education (312) monies.
- 9/ See attached roof schedule with recreation quarterly report.
- 10/ See Christmas Holiday schedule report attached to recreation quarterly report.
- 11/ Contacts with the Bilalian News have indicated to us a potential problem in that 18 dollars per/year is required per/subscription to this weekly. Individual sales therefore, in the manner of regular daily newspaper sales are not financially feasible. We are presently attempting to negotiate a significant discount based on the nature of this institution.
- 12/ Presently purchases orders are being prepared to provide decorative alternatives for the studio area of the radio center, so that training, education and administration may comfortably alternate in the use of the room.



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

A 2046

UNITED STATES GOVERNMENT

## Memorandum

TO : Larry Taylor, Warden

DATE: December 10, 1976

FROM : Robert Harris, Educational Specialist

SUBJECT: Quarterly Report

1. Law Library: provided the following services to the residents of the F.C.C.:

- a/ Book Requests filled-(we have included herein an estimate of services from the date of this report to the end of the quarter.) 8 filled 376.
- b/ Xerox services furnished- (in lieu of book delivery when books are not available and/or when the material involved refers to very recent changes in applicable law(s) of interest and importance to large numbers of the resident population.) In addition the Law Library maintains an inventory of photo-copy material which has been found to be regularly requested, i.e.: Interstate Agreement on Detainers; Parole Reform Act; Time Computation Statutes-Title 18; etc. etc.
- c/ For this quarter there was an aggregate of 481 requests (this number represents book requests combined with Xerox services) which were filled.
- d/ The Law Library continues to be open to working residents, on request, at such times that do not conflict with their working schedules.
- e/ Book and material losses have been dramatically reduced. A set of "The Rules of the Law Library" accompanies each request that is filled. The rules enunciate the penalties for "the destruction or withholding of Federal property", careful attention to inmate bus-shipments and early collections of issued books has kept losses at a minimum. Nevertheless there are instances of loss due to the following reasons:
  - a/ pages torn out by the borrowers
  - b/ sudden bus-movements, resulting in removal of law books with personal property, or books having been given



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan



A 2047

OPTIONAL FORM NO. 10  
JULY 1973 EDITION  
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

## Memorandum

TO : Larry Taylor, Warden

DATE: December 10, 1976

FROM : Robert Harris, Educational Specialist

SUBJECT: Quarterly Report

- by one resident to an unknown party on the floor-not an officer
- c/ lending of books by one resident to another without authorization
- d/ inmates shipped-out whose personal possessions include library books.

f/ Services rendered this quarter represent an increase of approximately twenty percent (20%) over the preceding quarter.

2. Sesame Street: At present the Sesame Street program has concluded its' sixth (6th) week of training sessions with nine (9) residents actively participating. All fixtures necessary for operation have been installed at this time except for the laying of the carpeting in the "quiet area". Operating supplies have been acquired and the only bar to full implementation of the program is room decoration. Every effort is being made to assure a pre-Christmas opening.

3. Field Work and Volunteers:

- a/ The Salvation Army has continued to provide their social work services, while also expanding in the direction of pre-release activities. Presently the proposal to sponsor a program of bus trips to Lewisburg and Fillmore for Greater New York Area relatives of residents at those facilities is under consideration by Mr. C. Fenton, Warden, U.S.P. Lewisburg.
- b/ Messrs. Kerry Nicholson of Hunter College and Jeffery Piken of Brooklyn College are combining their efforts to provide the residents of the P.C.C. with a more physiologically sound and productive program of Physical Education.

4. CED: has processed 37 students this quarter with 10' presently active. 12 students have taken the High School Equivalency Examination. Grades have not as yet been returned. Average attendance has been 8 for classes. In con-



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

UNITED STATES GOVERNMENT

A 2048

# Memorandum

TO : Larry Taylor, Warden

DATE: December 10, 1976

FROM : Robert Harris, Educational Specialist

SUBJECT: Quarterly Report

junction with our tutor-assignment program (5) five tutors have been assigned with all (5) five presently active.

5. Adult Basic Education Program: serves all units. The program during this quarter has processed 289 students with 72 presently active. The average daily attendance has been 64. Nine (9) tutors have been assigned with all nine (9) presently active. Nine (9) ABE students have been referred to the CED program this quarter.
6. English as a Second Language: has processed 70 students with 34 presently active. Average attendance this quarter has been 35. Units Five (5) and Two (2) have continued to maintain their classes. The continued success of last quarters' entire group reorganization still allows Unit Eleven (11) to maintain their class.
7. Human Sexuality and Family Dynamics: one (2) two hour class per/week, on Wednesdays from 8:00 to 10:00 PM instructed by Ms. Patricia North. 5th and 2nd floor residents are supervised and escorted by Mr. Dennis Hull. This program has processed 68 residents, of which 58 are presently active. The average weekly attendance is 12.
8. Creative Writing Program: Attendance problems have developed with the creative writing workshop on Units Two (2) and Five (5) with the result being that the program has been moved to Unit Three (3) starting December 13, 1976. It is anticipated that this will greatly stabilize attendance while serving the needs of a unique segment of the population. In an attempt to provide a similar service to Unit Seven (7) a skilled volunteer had been recruited. Unfortunately a number of factors on the Unit caused her subsequent transfer and reassignment to Unit Nine (9) effective December 13, 1976.



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan



A 2049

UNITED STATES GOVERNMENT

# Memorandum

TO : Larry Taylor, Warden

DATE: December 10, 1976

FROM : Robert Harris, Educational Specialist

SUBJECT: Quarterly Report

9. Life Skills Workshop: Monday evenings, one (2) hour class for residents of Units 2 and 5. Instructed by Ms. Phyllis Shatsky (Title LLL, ABE, N.Y.C. Bd. of Educ.) Supervised and escorted by Mr. Dennis Hull. Average attendance is 10.
10. Fine Arts Workshop: 100 students have been processed this quarter, with 68 students still active. The average attendance this quarter has been 31.
11. General Arts Workshop: 146 students have been processed quarter, with 63 students still active. The average attendance this quarter has been 42.
12. Sculpture: Significant difficulties have developed in this area due chiefly to: a/ frequent absence of the instructor (due to personal problems)  
b/ difficulty in obtaining the necessary supplies on time (vendor) and  
c/ consequent poor attendance due to the discontinuity of the program for the above reasons.
13. Dance-Movement Workshop: Instructed by Ms. Monica Neenan of N.Y.U. offered on Unit 5 S to 2 groups. Average attendance is presently 13.
14. Gymnastics: 35 students have been processed with 28 still active. Average attendance is presently 24.
15. Newspaper Program: running smoothly with the Daily News, El Diario and the N.Y. Times sold daily and the Amsterdam News sold on Thursdays.
16. Drama Workshop: has processed 30 residents with 12 residents presently active. The average attendance is presently 10.



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

UNITED STATES GOVERNMENT

A 2050

## Memorandum

TO : Larry Taylor, Warden

DATE: December 10, 1976

FROM : Robert Harris, Educational Specialist

SUBJECT: Quarterly Report

17. Magazines: obtained from the G.P.O. bi-weekly for distribution to the entire population. Paper Back Books are obtained monthly from the Hudson County News Service (3000 - 5000 per/trip) for distribution to the population. This quarter we were able to secure periodic donations from the West Orange Public Library (300 books), as well as a small donation from Ace Book Company and their promise to send more books when possible. Still not as yet received are donations affirmed by Bantam Books Inc.
18. Recreational Library: - organized except for the finishing of the typing of the catalog cards.
19. M.C.C. Closed Circuit Educational T.V.: Vandalism on the cable closets on 11S, 9S, and 2H requiring re-securing of closed circuit cable have presented some problems during this quarter. Also difficulty in acquisition of certain obscure parts, (i.e. video modulator for channel ten (10), neck parts for boom microphone and risc. cables) have also held us back. One of the greatest problems at this time is the installation of the T.V. sets on the units. We are presently trying to avoid a 180 day wait for study carrels, at an approximate cost of \$1600 dollars, by creating a standardized enclosure into which the Educational T.V. sets may be inserted. If this cooperative effort between Mechanical Service Dept. and the Education Dept. is successful, secure T.V. sets will exist on the balconies by mid-January. At this time we are trying to duplicate onto Video Tape the hundreds of separate multi-media programs already in our possession so as to have a working library of material upon which to draw for use by the residents.



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan



A 2051

UNITED STATES GOVERNMENT

## Memorandum

TO : Larry Taylor, Warden

DATE: December 10, 1976

FROM : Robert Harris, Educational Specialist

SUBJECT: Quarterly Report

### M.C.C. Closed Circuit T.V. continued:

Already Mr. Gule has utilized the system and studio to provide the first hour of his two hour Safety Training Tape, prepared from our many different media sources.

To conclude: a second resident has been assigned, as of December 7, 1976, as the scope of the program clearly requires (2) two workers. Due to conflicting demands on the time of staff workers most directly related to the use of the material, an organized training program in the use of this equipment is proceeding more slowly than anticipated.

26. Empire State College Program: Far surpassing any expectations of success at its inception the E.S.C.C. program has developed a life of its own at M.C.C. under the dynamic leadership of mentor/coordinator Shirley Ariker. The following information is submitted:

- a/ a student intake of 19, with 12 presently involved in the program, a loss of 4 was incurred due to transfers to other institutions. There are presently 3 students involved who are outside of the institution.
- b/ The average number of residents at lectures is 10.
- c/ The following lectures were given during the last quarter:
  - 9/27 - An Ex-Prisoner on E.S.C.C.
  - 10/13 - Writing From Experience
  - 10/20 - Latin Amer. Poetry and Song
  - 10/27 - Why Study History
  - 11/3 - The Use of Language
  - 11/10 - Psychology - The Family
  - 11/17 - The Rise of Capitalism
  - 12/2 - What's Interesting in Philo.
  - 12/8 - The Rise of Capitalism Part
  - 12/15 - Socio-Biology
  - 12/17 - Poetry Workshop
  - 12/22 - The Media



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

A 2052

UNITED STATES GOVERNMENT

# Memorandum

TO : Larry Taylor, Warden

DATE: December 10, 1976

FROM : Robert Harris, Educational Specialist

SUBJECT: Quarterly Report

d/ List of Speakers:

1. Frank Singaro - Student at E.S.C.
2. Malcolm Braley - Author (5 Novels)
3. Bernardo Palouleo - Songwriter
4. Tom Grunfeld - Historian, Writer
5. Mel Rosenthal - Teacher, E.S.C.
6. Joel Kovel - Psychiatrist, Teacher,  
Author (White Racism,  
and The Complete Guide  
to Therapy.)
7. Stuart I. - Teacher E.S.C., Author
8. Bernard Flynn - Teacher, E.S.C.
9. Erik Holtzman - Teacher, Columbia U.
10. Marty Skobile - Teacher, C.U.N.Y.,  
Poet, Playwright
11. Gail Pellett - Teacher, Announcer,  
(Radio)

e/ List of tutors presently active:

1. Judith Young - Psychology
2. Tom Grunfeld - Sociology
3. Sharon Fennimore - Geology
4. Beverly Owen - Art
5. Franklin Campbell - Biology



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan



METROPOLITAN CORRECTIONAL CENTER

A 2053

EDUCATION - RECREATION DEPARTMENT, DAILY ACTIVITIES CHART

|                         | TUESDAY                                                           | WEDNESDAY                                       | THURSDAY                                                                     | FRIDAY                                  | SATURDAY                       | SUNDAY                   |
|-------------------------|-------------------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------------|-----------------------------------------|--------------------------------|--------------------------|
| Basic Educ., 9:00-11:30 | 9th. Calisthenics, 9:15-10:00<br>Roof, 10:30-11:30                | 11th. Fine Arts, 9:15-11:15                     | 11th. Basic Educ., 9:30-11:30                                                | 9th. Roof, 10:30-11:30                  | 5th. and 2nd. Roof, 8:30-11:30 | 7th. Art, 10:00-11:30    |
| 10:00-11:00             | 7th. Calisthenics, 10:15-11:00<br>Basic Educ., 9:30-11:30         | 7th. Basic Educ., 9:30-11:30                    | 9th. Calisthenics, 9:15-10:00<br>Roof, 10:30-11:30<br>Bonus Roof, 12:00-1:00 | 7th. Basic Ed., 9:30-11:30              | 3rd. Roof, 11:45-1:00          | 5th. and 2nd. 8:30-11:30 |
| 11:00-11:30             | 5th. and 2nd. Basic Ed., ESL, 9:00-12:00<br>Fine Arts, 9:30-11:30 | 5th. and 2nd. Basic Ed. ESL, 9:00-12:00         | 7th. Fine Arts, 9:15-11:15                                                   | 5th. and 2nd. Basic Ed. ESL, 9:00-12:00 |                                | 3rd. Roof, 11:45-1:00    |
| 11:30-11:50             | 3rd. Roof, 9:15-10:15                                             | 9th. Roof, 10:30-11:30<br>3rd. Roof, 9:15-10:15 | 5th. and 2nd. Basic Ed. ESL, 9:00-12:00                                      | 3rd. Roof, 9:15-10:15                   |                                |                          |
| 11:50-12:00             |                                                                   |                                                 |                                                                              |                                         |                                |                          |
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| 6:00-6:30               |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 6:30-7:00               |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 7:00-7:30               |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 7:30-8:00               |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 8:00-8:30               |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 8:30-9:00               |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 9:00-9:30               |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 9:30-10:00              |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 10:00-10:30             |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 10:30-11:00             |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 11:00-11:30             |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 11:30-12:00             |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 12:00-12:30             |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 12:30-1:00              |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 1:00-1:30               |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 1:30-2:00               |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 2:00-2:30               |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 2:30-3:00               |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 3:00-3:30               |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 3:30-4:00               |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 4:00-4:30               |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 4:30-5:00               |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 5:00-5:30               |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 5:30-6:00               |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 6:00-6:30               |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 6:30-7:00               |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 7:00-7:30               |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 7:30-8:00               |                                                                   |                                                 |                                                                              |                                         |                                |                          |
| 8:00-8:30</             |                                                                   |                                                 |                                                                              |                                         |                                |                          |

RX-EE A 205½

Michael Handren - 11 South 'K'

Federal Digest - Criminal Law Key 1200

" " Key - Pardon, Parole -

" " Key - Prisoners

Most Recent Parole Regulations

Paul Rogers 11 South 'K'

523 Fed 2d 990 -

525 Fed 2d 540

519 728

Enlighten you please shepherds  
523 Fed 2d 990

Please look up Pickens cases (2 of them) in  
in tables of cases and send up.

Thank You

Mike

al - I sent a personal note requesting  
above - and explaining I want to do a note  
for Susan - she got CTE under  
unusual circumstances - I need  
all of above for a couple of days to  
do the note

Shirley

Mike

RX-EE



RX-FF

A 2055

1/26/77

Michael Gardner - 115

Receipt is acknowledged of your  
"Memorandum" received 8:00 AM - 1/26/77 -  
regarding MFPD - Vol. 39 and Vol 42 -

We are herewith delivering the requested  
pocket parts -

It would seem that a better procedure  
for securing same would be to request the  
books with current pocket parts. -

The pocket parts were found in other  
volumes of the MFPD - inadvertently supplied  
by other inmates using the books -

Before sending letters to Bob Harris -  
Michael Young - A. Rivera & Warden Taylor  
why not check with the library?

Law Library

noted - R. J. [unclear]

RX-FF

A 2056 RX-GG

Jan

USA 36-475  
(ED. 4-23-71)

RESUME

GEORGE M. CAMP

PERSONAL INFORMATION:

Born: August 7, 1938  
Married: August 19, 1961  
Wife: Anne Norton Schaefer  
Children: George, 11  
Sarah, 8

EDUCATION:

Degree: Ph.D. in Sociology, 1967.  
School: Yale University  
Major emphasis was in study of organizations and institutions.  
Doctoral Dissertation, Nothing to Lose - A Study of Bank Robbery in the United States.

Degree: M.A. in Criminology and Corrections, 1962.  
School: Florida State University  
Major emphasis was on Correctional Administration. Masters Degree Thesis, "The Changing Anxiety Levels of Federal Prisoners."

Degree: B.A. in American Literature, 1960.  
School: Middlebury College

School: Taft School, 1956  
Watertown, Connecticut

School: Fay School, 1952  
Southboro, Massachusetts

EXPERIENCE:

Dates: January 1, 1977 to Present.

Title: First Deputy Commissioner, N. Y. State Division of Criminal Justice Services and Chairman of the Governor's Task Force on Corrections.

Responsibilities include assisting State agencies in formulating and enacting a comprehensive plan to improve correctional programs and facilities.

Dates: June 1, 1974 to December 31, 1976.

Title: Director, Missouri Correctional Services

Official title was Deputy Director of the Missouri Department of Social Services. In that capacity, directed and supervised

Residence

EXHIBIT

U. S. DIST. COURT  
S. D. OF N. Y.

GG

16

RX-GG



the Division of Corrections, the Division of Youth Services, and the Division of Probation and Parole. As a result of the reorganization of State government, these three agencies of the state criminal justice system became part of the newly created Department of Social Services.

Responsible for administration of all juvenile and adult, institutional and community-based, correctional services. Supervised 2,400 employees and 18,000 inmates, probationers and parolees. Planned and monitored the operation with a budget of 50 million dollars.

Dates: July 1, 1973 to January 1, 1975.

Title: Director, Missouri Department of Corrections

Responsible for overall administration of seven correctional institutions, 1,200 employees and 4,000 inmates, with an operating budget of 20 million dollars and a Capital Improvements budget of 22 million dollars. Emphasis was placed on long-range planning, staff development, implementation of computerized management information system. Both staff and inmates were involved in the decision-making process.

Dates: April, 1971 to June, 1973.

Title: Assistant Commissioner, New York City Department of Corrections

Major responsibilities were for the development, implementation and monitoring of correctional programs, including the opening of three new half-way houses, the development and implementation of a two million dollar correctional aid program in which a new job series was established to provide a stronger link between inmates and staff, and between inmates and the public, as well as improving the delivery of social services to detainees. The Department employed 4,500 people in ten major institutions, with an annual operating budget of 100 million dollars. Assisted in the development of staff training programs and computerized inmate system. Responsible for managing the methadone detoxification program for all newly admitted heroin addicts, and for the development of a higher education program for inmates and staff within the correctional institutions.

Dates: February, 1963 to March, 1971.

Employer: Federal Bureau of Prisons

Served in a series of positions including Associate Warden, Federal Correctional Institution, Longue, California, (1,300 inmates and supervised 250 employees); and Associate Warden, Federal Penitentiary, Marion, Illinois, (500 inmates and supervised 200 employees). In both capacities, responsible

for the correctional and treatment services for the entire institution. Programs included: Work and study release, discipline, education and training, and in the absence of the Warden, served as head of the institution.

Executive Assistant to the Warden, Federal Penitentiary, Marion, Illinois, and as a Program Analyst for the Bureau of Prisons in the Washington office.

Initial assignments in the Federal Bureau of Prisons were as a Classification and Parole Officer at Federal Prisons in Terre Haute, Indiana, and then at the Federal Prison in Marion, Illinois, supervising a caseload of 100 to 250 inmates.

PROFESSIONAL ACTIVITIES:

Member:

American Correctional Association.  
American Society of Public Administration.  
Association of State Correctional Administrators.  
National Council on Crime and Delinquency.

Past Member:

American Sociological Association.  
Law and Society Association.  
Missouri State Council on Criminal Justice.  
Society for the Study of Social Problems.

ADDITIONAL ACTIVITIES:

Chairman:

Ducks Unlimited, Jefferson City, Mo. Chapter.

Director:

Salvation Army, Jefferson City, Mo.



A 2059

**ATE PERSONAL PROPERTY RECORD**

**EXHIBIT**  
**U. S. DIST. COURT**  
**S. D. OF N. Y.**

Revised No.

## DISPOSITION CODE

K - Keep in possession

M-Mail

**S—Storage**

(Describe variables as fully as necessary)

[illegible]

## ITEMS ALLEGED BY INMATE TO HAVE VALUE OVER \$100.00

| Description                      | Alleged Present Value |
|----------------------------------|-----------------------|
| No individual item over \$100.00 |                       |

Articles listed as "Mail" above are to be forwarded to:

Further study will be required to determine the

**CLAIM RELEASE**

I relinquish all claim to the articles listed above as "Donated", and hereby acknowledge receipt of articles listed as "Keep in possession". The above is a correct inventory of personal property in my possession at time of admission. The value I have placed on those items noted as having value over \$100.00 is a true representation of their fair market value, to the best of my knowledge.

[illegible]

### Discussion

Wetland 403 6.27% wetland

I hereby acknowledge receipt of the articles listed above as "So says," which were given to me upon my release from the institution.

4000-2

### Symptoms of irritals

 $Rx-HH$

Rx-II

A 2060

## ADMISSION AND ORIENTATION CHECKLIST

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

REG. NO: \_\_\_\_\_

## SECTION A

## RECEIVING AND DISCHARGE

Complete clothing issue: YES NO IF NO, Receipt for Needed Items: YES NO

Receipt for Personal Property: YES NO

Amount of telephone charge retained: \_\_\_\_\_

Receipt for funds received on admission: YES NO, Amount: \_\_\_\_\_

Copy of Institution Rules and Regulations: YES NO

Initial Medical Examination: \_\_\_\_\_ (P.A. Sign.) Drug User: YES

(Inmate Signature) \_\_\_\_\_

(R &amp; D OFFICER) \_\_\_\_\_

THIS FORM IS TO BE GIVEN TO UNIT OFFICER WITH COMMITMENT CARD UPON ARRIVAL ON FLC

SECTION B  
(OFFICER)

## UNIT OFFICER

(INMATE)

Health and comfort items \_\_\_\_\_

Visiting List / Visiting Procedures \_\_\_\_\_

Contraband / Copy of Prohibited Acts \_\_\_\_\_

Telephone procedures \_\_\_\_\_

Commissary procedures \_\_\_\_\_

Court procedures \_\_\_\_\_

Meal procedures \_\_\_\_\_

Sick call procedures \_\_\_\_\_

Mail call procedures \_\_\_\_\_

Sanitation / Make-up procedures / Court \_\_\_\_\_

Recreation schedule \_\_\_\_\_

(Unit Officer) \_\_\_\_\_

## SECTION C

## CORRECTIONAL COUNSELOR

Visiting Policy \_\_\_\_\_

Educational Opportunities \_\_\_\_\_

Recreation Programs \_\_\_\_\_

Religious Programs \_\_\_\_\_

Volunteer Service Groups \_\_\_\_\_

Law Library \_\_\_\_\_

Clothing-Use and Issue \_\_\_\_\_

## PROBLEM AREAS:

(Counselor) \_\_\_\_\_

## SECTION D

## UNIT MANAGER / CASE MANAGER

Attorney Visits \_\_\_\_\_

Attorney/Legal Mail Procedures \_\_\_\_\_

Access to Policy Statements \_\_\_\_\_

Discipline Procedures / Types of Violations \_\_\_\_\_

Administrative Ready Procedures \_\_\_\_\_

Inmate Request to Staff Member (Forms) \_\_\_\_\_

Work Assignments \_\_\_\_\_

Rx-I I



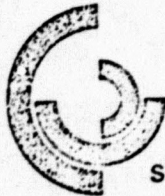
A 2061

RX-JJ

R. Scher

FEDERAL PRISON SYSTEM

METROPOLITAN CORRECTIONAL CENTER  
NEW YORK, NEW YORK 10007



## Policy Statement

SUBJECT: ADMISSION & ORIENTATION PROGRAM  
FOR NEW COMMITMENTS

|         |
|---------|
| NUMBER  |
| 7100.8  |
| DATE    |
| 1/17/77 |

1. POLICY: It is the policy of the Metropolitan Correctional Center to communicate basic pertinent information to new commitments through a formal orientation program involving various members of the unit staff.
2. PURPOSE: To provide guidelines for the implementation and operation of an orientation program and to provide a standard package of information for use by the unit staff members to insure the accuracy and consistency of the information being presented to each inmate.
3. DIRECTIVES AFFECTED:
  - a. P.S. 7900.40 dated 11/13/69 (Reference)
  - b. P.S. 7100.8 dated 09/18/68 (Reference)
  - c. P.S. 7900.58 dated 01-18-77 (Referenced)
4. DISCUSSION: Upon arrival at any institution, individuals often experience anxieties and fears over their lack of familiarity with the institutional environment, policies and procedures. In order to facilitate the smoothest transition possible from the community to the institution setting, it is important to meet and interview new commitments as soon as possible after their initial arrival. An orientation program can be beneficial to both the inmate and the staff in three ways:

First, to communicate to the inmate in a clear and consistent manner, the rules and regulations of the institution.

Second, to introduce each inmate to the unit staff in a nonadversary setting, in order to establish open lines of communication and to develop a solid basis for good interpersonal relationships between the staff and the inmate.

Third, to identify any immediate or potential problems the inmate may experience during his stay at the Metropolitan Correctional Center, i.e., physical, emotional, legal, personal, etc.

RX-JJ

A 2062

PAGE 2  
P.S.  
AEO PROGRAM  
1/17/77

5. ACTION:

A. RECEIVING & DISCHARGE:

- (1) The R&D Officer will be responsible for completing Section A of Attachment #1, the Admission & Orientation checklist. The Physician's Assistant will also indicate in Section A of the Admission & Orientation checklist if the inmate has a history of drug use and then sign that the inmate has received his initial medical examination.
- (2) The R&D Officer will attach the Admission & Orientation checklist for each inmate to the respective commitment cards.
- (3) The escort officer will give both a commitment card and an Admission & Orientation checklist for each inmate to the unit officer upon the inmate's arrival on the unit.
- (4) As with commitment cards, inmates will not be allowed to handle the Admission & Orientation checklist.

B. UNIT OFFICER:

- (1) The unit officer will be responsible for completing Section B, Attachment #1, for all new commitments.
- (2) The orientation program may be presented individually to each inmate or as a group discussion, whichever is appropriate. It should be noted that the orientation program should be completed in an area where the unit officer can still give attention to the security of the unit, i.e., multipurpose room.
- (3) The unit officer may make use of Attachment #2, the Orientation package in the presentation of the program, adding the information pertinent to that particular unit.
- (4) After completion of the orientation, both the unit officer and the inmate will sign Section B of the AEO checklist. If the unit officer cannot fully complete the Orientation checklist, the inmate and the officer will initial only those items which were discussed.
- (5) The unit officers will be responsible for maintaining a secure file for the AEO checklists. The unit staff will then pick up the checklists from the day watch officer, the following day.



A 2063

PAGE 3  
P.S.  
A&O Program  
1/17/77

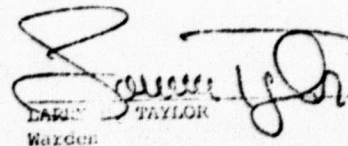
C. CORRECTIONAL COUNSELOR:

- (1) The Correctional Counselor will be responsible for completing Section C, Attachment #1, of the A&O Checklist.
- (2) The Counselor may make note of any immediate or potential problem areas he discusses with the inmate during the orientation process.
- (3) Upon completion of Section C, the Counselor will sign the A&O Checklist and turn it over to the Case Manager or, in the absence of the Case Manager, the Unit Manager. It is not necessary for the inmate to sign Section C.

D. CASE MANAGER/UNIT MANAGER:

- (1) It will be the responsibility of the Case Manager to complete Section D of Attachment #1, the Admission & Orientation Checklist.
- (2) Upon completion of the orientation program, the Case Manager will sign the checklist.
- (3) In the absence of the Case Manager, the Unit Manager will complete and sign Section D of the A&O Checklist.

- E. After the entire Admission & Orientation Program and Checklist has been completed for each inmate, the checklist will be placed in the inmate's unit file for future reference by the institutional staff.

  
LARRY TAYLOR  
Warden

---

DISTRIBUTION:

A 2064

ATTACHMENT #1

**METROPOLITAN CORRECTIONAL CENTER, NEW YORK**  
**ADMISSION AND ORIENTATION CHECKLIST**

DATE: \_\_\_\_\_

J: \_\_\_\_\_

SECTION ARECEIVING AND DISCHARGE

Complete clothing issue: YES NO If NO, Receipt for Needed Items: YES NO  
 Receipt for Personal Property: YES NO  
 Amount of telephone change retained: \_\_\_\_\_ YES NO, Amount: \_\_\_\_\_  
 Receipt for funds received on admission: YES NO  
 Copy of Institution Rules and Regulations: YES NO  
 Initial Medical Examination: \_\_\_\_\_ (P.A. Sign.) Drug User: YES NO

(Inmate Signature) \_\_\_\_\_

(R &amp; D OFFICER) \_\_\_\_\_

THIS FORM IS TO BE GIVEN TO UNIT OFFICER WITH COMMITMENT CARD UPON ARRIVAL ON FLOOR

SECTION B  
(OFFICER)UNIT OFFICER

(INMATE)

|       |                                         |       |
|-------|-----------------------------------------|-------|
| _____ | Health and comfort items                | _____ |
| _____ | Visiting List / Visiting Procedures     | _____ |
| _____ | Contraband / Copy of Prohibited Acts    | _____ |
| _____ | Telephone procedures                    | _____ |
| _____ | Commissary procedures                   | _____ |
| _____ | Court procedures                        | _____ |
| _____ | Meal procedures                         | _____ |
| _____ | Sick call procedures                    | _____ |
| _____ | Mail call procedures                    | _____ |
| _____ | Sanitation / Make-up procedures / Court | _____ |
| _____ | Recreation schedule                     | _____ |

(Unit Officer) \_\_\_\_\_

SECTION CCORRECTIONAL COUNSELOR

|       |                           |                       |
|-------|---------------------------|-----------------------|
| _____ | Visiting Policy           |                       |
| _____ | Educational Opportunities | <u>PROBLEM AREAS:</u> |
| _____ | Recreation Programs       |                       |
| _____ | Religious Programs        |                       |
| _____ | Volunteer Service Groups  |                       |
| _____ | Law Library               |                       |
| _____ | Clothing-Use and Issue    | (Counselor) _____     |

SECTION DUNIT MANAGER/CHIEF MANAGER

|       |                                               |       |                   |
|-------|-----------------------------------------------|-------|-------------------|
| _____ | Attorney Visits                               | _____ | Work Assignments  |
| _____ | Attorney/Legal B. Procedures                  |       |                   |
| _____ | Access to Policy Statements                   |       |                   |
| _____ | Discipline Procedures / Types of Violations - |       |                   |
| _____ | Administrative Remedy Procedures              |       |                   |
| _____ | Inmate Request to Staff Member (Forms)        |       |                   |
| _____ | Notarization of Documents                     |       |                   |
| _____ | Furlough Policy                               |       |                   |
| _____ | Detention Procedures                          |       | (Signature) _____ |



A 2065

ATTACHMENT #2  
P.S.  
A&O PROGRAM  
1/17/77

ADMISSION & ORIENTATION PACKAGE

OBJECTIVES: The objective of the Admission & Orientation program is threefold:

1. Orientation of new commitments regarding institutional services and resources available to him.
2. Orientation of new commitments regarding institutional and unit regulations.
3. The orientation will provide a method for both staff and new commitments to establish initial channels of communication based on an exchange of information rather than immediate crises intervention based on ignorance of objectives (1) and (2) and unfamiliarity with staff.

CORRECTIONAL OFFICER

1. Record inmate name and number in log.
2. Record items not issued to inmate at R&D in log.
3. Issue any health and comfort items the inmate may need, i.e., soap, toothbrush, toothpaste, etc.
4. Escort inmate to room and make arrangements to discuss institutional and unit procedures when he has settled in.
5. VISITING:
  - a) Provide inmate with a visiting form to complete (names, addresses, relationships), and instruct him to give the completed form to the Correctional Counselor or other staff member. Explain how to add or delete names on the Visiting List.
  - b) Explain the strip search procedures.
  - c) The only items allowed into the Visiting Room are: handkerchief, comb, pen/pencil, and eyeglasses. Legal papers may be approved by the unit officer upon entering or leaving the Visiting Room.

A 2066

ATTACHMENT #2  
PAGE 2  
P.S.  
A&O PROGRAM  
1/17/77

6. CONTRABAND:

- a) Contraband is any item not issued by the institution or authorized for retention by the inmate. Examples: extra clothing, food other than commissary items, tools.
- b) Provide the inmate with a copy of Prohibited Acts.

7. TELEPHONE:

- a) Pay telephones are for local calls to the 212 area code only.
- b) Long distance phones available from 1:00 pm to 8:30 pm.
  - 1. Prepaid: Must have at least \$10.00 in Commissary account.
  - 2. Collect: No minimum Commissary balance needed.
- c) May sign the long distance call list for only one call prior to 11:00 am.
- d) Inmates may sign for additional calls prior to 3:00 pm and 5:00 pm.

8. COMMISSARY:

- a) Commissary order forms are provided on \_\_\_\_\_ evening and items are delivered the next evening.
- b) All money to be posted in Commissary accounts must be mailed to the inmate, and it should be in the form of a postal money order. All checks and other money orders received will be automatically suspended for thirty (30) days. No money may be brought in from the Visiting Room at any time.
- c) Inmates may spend up to \$50.00 a month, but no more than \$15.00 a week.
- d) Inmates may draw up to \$4.00 in change for telephone calls each week.

9. COUNTS:

- a) Scheduled counts are taken at the following times: 6:00 am, 4:00 pm, 7:30 pm, 10:00 pm, Midnight, and 3:00 am. Unscheduled counts may be taken at any time.
- b) Inmates must be at their assigned quarters for roll for each count.



A 2067

ATTACHMENT #2

PAGE 3

P.S.

A&O PROGRAM

1/17/77

10. MEALS:

- a) Meals are served on a portion controlled basis.
- b) Special medical diets must be approved by the doctor.
- c) Note in the log book if the inmate prefers a pork-free diet. If the inmate prefers a Kosher diet, have him advise the Counselor, Case Manager, or Unit Manager.

11. MEDICAL:

- a) Names are taken for sick call at 8:00 a.m.
- b) Hospital Call-Out list posted by 4:00 p.m. weekdays, for the following day.
- c) Medication is given on the unit at 8:00 a.m., 2:00 p.m., and 8:00 p.m. Inmate must come to unit officer to get medication.

12. MAIL:

- a) Mail call held at 3:00 p.m. daily.
- b) Location of mail box.
- c) All personal mail must be placed in the mail box.
- d) All legal mail (Prisoner's Mail Box instructions on mail box) must be taken to the Case Manager for stamping before being mailed.
- e) All incoming mail will be searched for contraband in the mail room.
- f) Money orders will be removed in the mail room and the inmate will receive a pink cash register receipt.

13. SANITATION:

- a) Bed made by 8:00 a.m., except weekends and holidays.
- b) Room cleaned daily.
- c) Must sleep on top of blanket after 8:00 a.m.

A 2068

ATTACHMENT #2  
PAGE 4  
P.S.  
ALO PROGRAM  
1/17/77

14. WAKE UP/COURT/CLOTHING EXCHANGE:

- a) Inmates will be called to R&D approximately one to one-and one-half hours prior to "ready" time as indicated on the daily court list.
- b) Inmate may exchange court clothing on an even exchange basis - done in lobby area.

15. RECREATION:

- a) Explain the recreation schedule.

16. LAUNDRY:

- a) Explain the laundry schedule.



A 2069

Receiving & Discharge Officer

Subject: Items Need to Complete Issue to  
Inmate ( ) (# )  
Name Number

Items need to complete authorized issue:

| Number of Items | Description of Items |
|-----------------|----------------------|
| _____           | _____                |
| _____           | _____                |
| _____           | _____                |
| _____           | _____                |

USA 336-475  
(ED. 4-23-71)

EXHIBIT  
U. S. DIST. COURT  
S. D. OF N. Y.

Items were not issued for the reason that:

\_\_\_ Item entirely out of stock

Need following items and sizes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Size Only out of stock

Need following sizes

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CC: Inmate Concerned  
Business Manager (File Copy)



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

RX-KK

RA-NN  
RECORD OFFICE  
METRA LITAN CORRECTIONAL CENTER  
NEW YORK NEW YORK

A 2070

\*\*\*\*\*  
COURT LIST FOR FRIDAY, OCTOBER 17th, 1975  
\*\*\*\*\*

DISTRICT OF NEW JERSEY

|           |                    |        |                       |
|-----------|--------------------|--------|-----------------------|
| 00505-158 | GLASPIE, Richard   | D-929  | HAVE READY AT 7:30 AM |
| 00794-158 | VALVANO, Nicholas  | J-766  | DETAINER              |
| 83237-158 | SANTANA, Emanuel   | G-950  |                       |
| 00781-158 | SCHOFIELD, Richard | H-1150 | W.A.B.                |

EASTERN DISTRICT OF NEW YORK

|           |                        |         |                       |
|-----------|------------------------|---------|-----------------------|
| 79660-158 | BECKWITH, William      | G-739   | HAVE READY AT 7:30 AM |
| 00700-158 | CAICEDO-ARIZALA, Jamie | C-1118  |                       |
| 00779-158 | CURTIS, Charles        | C-1149  |                       |
| 78675-158 | D'AMATO, Frank         | E-738   |                       |
| 79113-158 | DIAZ, Carlos           | K-1152  |                       |
| 00699-158 | DE LEON, Ralph         | H-1150  |                       |
|           | JERMENDY-CASZCO        |         | IF HERE               |
| 00743-158 | MURGATROYD, Steven     | F-1142  |                       |
| 20822-170 | NUNEZ, Maria           | 5-South | SEPERATE TRIP         |
| 19191-170 | OLIVERI, Doris         | 5-South | SEPERATE TRIP         |
| 00217-158 | ORSINI, Dominique      | B-912   |                       |
| 74758-158 | PAPA, Vincent          | F-742   |                       |
| 69213-158 | PORTELLA, Richard      | C-719   |                       |

SOUTHERN DISTRICT OF NEW YORK

|           |                     |         |                       |
|-----------|---------------------|---------|-----------------------|
| 00018-183 | ESTRADA, Carmen     | 5-South | HAVE READY AT 8:00 AM |
| 83703-158 | ESTRADA, Ramiro     | B-716   |                       |
| 26035-145 | GARDNER, Michael    | F-548   |                       |
| 20432-170 | GOTES, Lena         | 5-South |                       |
| 00645-158 | LAM, Jimmy          | C-1149  |                       |
| 00480-158 | LUCAS, Frank        | D-725   |                       |
| 82172-158 | MANGIPANE, Michael  | J-771   |                       |
| 34067-136 | MEYERS, Lawrence K. | B-711   |                       |
| 00078-158 | MILLER, Glen        | B-713   |                       |
| 00380-158 | MONTELL, Edward     | J-970   |                       |
| 00469-158 | RAMOS, Carlos       | J-1151  |                       |
| 00154-158 | REYES, Luis         | M-1154  |                       |
| 00661-158 | SORENSEN, William   | J-770   |                       |
| 91493-131 | STASSI, Joseph      | D-925   |                       |
| 00200-158 | VASSALLO, Edward    | G-753   |                       |
| 00220-158 | DE QUARTO, Donald   | B-909   | HAVE READY AT 1:00 PM |
| 00169-158 | ROSADO, Oswaldo     | B-1111  | HAVE READY AT 1:00 PM |

*R. Washington*  
R. WASHINGTON, S.O.S.

RA-NN



Rx-PP

A 2071

A nutritional analysis was made of New York MCC menus for one week, February 6-12, 1977. The source of the nutritive values was "Food Values of Portions Commonly Used", Twelfth Edition, Bowes & Church, 1975.

| <u>Nutrients</u>   | <u>Nutritional Analysis</u><br><u>6-12 Feb. 1977</u> | <u>RDA</u>         |                      |
|--------------------|------------------------------------------------------|--------------------|----------------------|
|                    |                                                      | <u>Males 23-50</u> | <u>Females 23-50</u> |
| Calories           | 3040                                                 | 2700               | 2000                 |
| Protein            | 108.5                                                | 56                 | 46                   |
| Calcium, Mg.       | 1122                                                 | 800                | 800                  |
| Iron, Mg.          | 18.7                                                 | 10                 | 18                   |
| Vitamin A, I.U.    | 8482                                                 | 5000               | 4000                 |
| Thiamine, Mg.      | 1.7                                                  | 1.4                | 1.0                  |
| Riboflavin, Mg.    | 2.3                                                  | 1.6                | 1.2                  |
| Niacin, Mg.        | 19.2                                                 | 18                 | 13                   |
| Ascorbic Acid, Mg. | 59                                                   | 45                 | 45                   |

Deleting Pork from the menus, Iron = 17.7 Mg.  
Thiamine = 1.48 Mg.

Rx-PP

RX-SS

A 2072

Roberts J. Wright  
Commissioner (retired 7/1/74)  
Department of Correction  
County of Westchester  
Valhalla, N. Y. 10595  
914-922-2500; ext. 2274

HOME: 80 Greenvale Avenue  
White Plains, N.Y. 10605  
Bell 1st Bx. - Rm. 1  
Camden, Maine 04843

TELEPHONE: (914) 946-0403  
(207) 236-1869

PERSONAL:

Birthplace: Syracuse, N.Y., July 27, 1909  
Married, 1935, Nancy V. Petty (Denison University, 1935)  
Children: Nancy Louise, Palo Alto, California

EDUCATION:

White Plains, N.Y., High School, 1928  
Springfield College, Springfield, Massachusetts, B.S., Cum Laude,  
1932. Member, Kappa Delta Pi Honor Society  
Springfield College, Springfield, Massachusetts, Honorary Degree  
Doctor of Humilities, 1967  
Recipient, Jarboe Medallion, 1962 - highest Alumni Association  
award

PROFESSIONAL:

Correction Officer, Massachusetts State Prison Colony, Norfolk,  
Massachusetts, 1932 - 33  
Classification Staff, Massachusetts State Prison, Charlestown,  
Massachusetts, 1933 - 34  
Associate General Secretary:  
The Correctional Association of New York, and  
The American Correctional Association, 1934 - 1956  
Warden, Westchester County Penitentiary, Valhalla, N.Y., 1956 to  
1960  
Commissioner, N.Y. State Board of Parole, 1960 to December 1968  
Commissioner, Westchester County, N.Y., Department of Correction,  
January 1969 to present July 1, 1974

Also served as:

Executive Secretary, The National Jail Association, 1938-54  
Editor, THE AMERICAN JOURNAL OF CORRECTION, 1939 to present  
President, The American Correctional Association 1957 - 58  
Treasurer and Member, Executive Committee, American Cor-  
rectional Association, 1964 to present 1975  
President, The National Jail Association, 1954 - 55

Member, Maine Advisory Commission on Correction - by appointment of  
Governor Angus B. Bailey - November 1971 to present (also  
chairman, sub-committee on adult institutions)

consultant, Commission on the Administration of the Correctional  
System, New York State Department of Correction 1971-74

RX-SS



A 2073

-2-

ORGANIZATIONS/RELATED AFFILIATIONS:

Member: The American Correctional Association, 1933 to present  
The National Council on Crime and Delinquency  
Member - NYCD Professional Council, 1957 - 1970  
New York State Welfare Conference, 32 years (current)  
American Association of Wardens and Superintendents  
Commission on Ministry in Institutions, Department of  
Pastoral Service, The National Council of Churches  
of Christ in the U.S.A. 1937 to present 1974  
Chairman of Commission, 1938 - 57  
Executive Committee, New York State Council of Churches  
(not current)  
Chairman, Section on Correction and Allied Services,  
Welfare Council of New York City, 6 years. Member  
of Council's Committee on Alcoholism and Committee  
on Narcotics (not current)  
Advisory Council to the Federal Civil Defense Emergency  
Planning Staff recommending short-sentence in-  
stitutions (not current)  
Board of Directors, International, The Osborne Associa-  
tion, Inc. (current)  
Governor William Miller's Committee to Study the  
Massachusetts Correctional System, 1955 - 56  
(not current)  
Westchester County Crime Control Planning Board, 1968  
to present 1974  
Former Inspector and Lecturer in Criminology and  
Penology at:  
Springfield College, 1936 - 1949  
New York University  
Police Academy of the City of New York  
College of the City of New York  
University of the State of New York  
Association of Parole Authorities, 1950 to present  
Vice-President 1955 - 56  
President 1956 - 57  
Board of Trustees, Springfield College, Springfield,  
Massachusetts, and former Chairman, Trustee  
Committee on Student Affairs (current)  
Instructor and Workshop Coordinator, Moran Memorial  
Institute on Crime and Delinquency, St. Lawrence  
University, 1950 - 1970  
Board of Trustees, The Christian Herald Association,  
Inc., 1970 to present  
Recipient of the E. R. Carr Correctional Achievement  
Award, American Correctional Association, 1970

CIVIC AFFILIATIONS:

Board of Directors, White Plains, N.Y., Young Men's Christian Association, 1951 to present 1974  
 President, 1958 - 1960  
 Member, Board of Trustees, 1960 - 1961  
 Rotary Club of White Plains (current)  
 University Club of White Plains (current)  
 Westchester Council on Alcoholism, 1959 to present 1974  
 Vice-Chairman, 1969 - 1971  
 Member and former president, The Laymen's Inter-Church Council of White Plains (current)  
 Member, Brotherhood Committee of White Plains  
 Member, Mayor's Committee on the United Nations, 1958 - 1960  
 Member, and holder of various offices in The First Baptist Church of White Plains (current)  
 Member, Board of Directors, White Plains Community Chest (formerly) Recipient, Samuel White Plains Brotherhood Award, 1962  
 Chairman, County Executive's Ad Hoc Committee on Alcoholism, Westchester County, 1961 - 1962  
 Chairman, County Executive's Ad Hoc Committee on Penal Institutions, 1964 - 1965  
 Chairman, County Executive's Committee on Narcotics, 1962 to present 1974  
 Co-Chairman, Westchester County Ad Hoc Comprehensive Planning Committee to Prevent and Treat Alcohol Problems, 1973 to 1974  
 present  
 Governor's Chairmen's Advisory Committee on Alcoholism, 1969 to 1975  
 present Vice-Chairman, Dutch East District of Scouts of America 1975-76  
 Member, Garden City Rotary Club - member, Board of Directors 1975-76  
 Member, Board of Trustees, Garden Congregational Church, Garden, Maine

MILITARY:

Commissioned Lieutenant (jg), U.S. Naval Reserve, March 1943  
 Presently holds commission as Commander, U.S. Naval Reserve (current)  
 Member, U.S. Naval Reserve Counseling Board, U.S.M. Training Center, New Rochelle, N.Y. (not current)  
 Former commanding officer, Corrective Services Company 3-1, Third Naval District  
 Assistant Provost Marshal, U.S. Naval Training Station, Norfolk, Virginia, March 1943 to September 1944  
 Prisons and Brig Officer, Corrective Services Division, U.S. Navy Department, Washington, D.C., September 1944 to June 1945  
 Prison Administration Officer, Commander, Philippine Sea Frontier, Manila, P.I., June 1945 to February 1946. Separated as Lieutenant, promoted to Lieutenant-Commander, and subsequently to Commander. Retired 1962 - 24 years service.

March 1976  
 December 1973



LENGTH OF CONFINEMENT - N.Y. M.C.C. Discharged Population  
CENTRAL TENDENCIES

|               | No. of Inmates | Total Man Days | Mean   | Median                     | Mode | Range |
|---------------|----------------|----------------|--------|----------------------------|------|-------|
| P/S           | 236            | 10,862         | 46.02  | 19.00                      | 7    | 1-290 |
| Presentence   | 173            | 3,380          | 22.43  | 10.15                      | 4    | 3-266 |
| Sentenced     | 185            | 4,048          | 21.88  | 9.56                       | 8    | 1-277 |
| Enroute       | 237            | 1,403          | 5.92   | 5.40                       | 1    | 1-135 |
| Immigration   | 28             | 1,222          | 43.64  | 13.0                       | 1    | 1-426 |
| State Writ    | 107            | 3,602          | 33.56  | 20.25                      | 5    | 1-316 |
| Fed Writ      | 105            | 5,136          | 49.87  | 32.25                      | 33   | 1-257 |
| Contempt      | 8              | 515            | 64.30  | 42.0                       | 2    | 1-196 |
| Escape        | 14             | 306            | 21.86  | 10.0                       | 2    | 2-92  |
| Study         | 44             | 1,251          | 28.43  | 14.5                       | 7    | 2-156 |
| Designated    | 25             | 2,750          | 110.00 | 79.0                       |      | 9-354 |
| Safekeeper    | 214            | 238            | 1.11   | 1.19                       | 1    | 1-2   |
| Prov/Par Viol | 58             | 2,189          | 37.73  | 25.75                      |      | 1-205 |
| Weekender     | 9              | 408            | 45.33  | 59.62                      | 60   | 16-80 |
| TOTALS        | 1,443          | 37,810         | 26.20  | 24.41<br>Average<br>Median |      |       |

Study was performed on 8/19/76  
Subject population was admitted and discharged  
between 8/2/75 and 8/13/76

| Age of Contnt<br>N.C.C. | Study | Escape | Desgtd | Contapt<br>of Ct | P/S* | Pre<br>Sntcd | Sntcd | Ent | Immgn | Prob<br>Par Viol | Safekpr | Fed<br>Writ | St<br>Writ | Wkndr | N     | %    |
|-------------------------|-------|--------|--------|------------------|------|--------------|-------|-----|-------|------------------|---------|-------------|------------|-------|-------|------|
| 1 - 10                  | 19    | 7      | 2      | 3                | 78   | 90           | 95    | 211 | 13    | 20               | 214     | 18          | 30         |       | 200   | 53.4 |
| 11 - 20                 | 6     | 3      | 4      |                  | 42   | 39           | 36    | 15  | 7     | 7                |         | 26          | 23         | 1     | 209   | 14.5 |
| 21 - 30                 | 5     | 2      | 2      |                  | 16   | 15           | 20    | 5   |       | 6                |         | 7           | 16         | 1     | 95    | 4.6  |
| 31 - 40                 | 3     |        |        | 1                | 10   | 10           | 7     | 3   | 1     | 6                |         | 17          | 5          | 2     | 65    | 4.5  |
| 41 - 50                 | 4     |        | 1      | 1                | 9    | 1            | 3     |     | 1     | 7                |         | 4           | 9          |       | 40    | 2.8  |
| 51 - 60                 | 1     |        | 2      |                  | 16   | 5            | 10    | 3   |       | 3                |         | 3           | 5          | 4     | 52    | 3.6  |
| 61 - 70                 |       |        | 1      |                  | 10   |              | 2     |     | 1     |                  |         | 3           | 9          |       | 28    | 1.9  |
| 71 - 80                 | 2     |        | 1      |                  | 5    | 2            | 4     |     | 1     | 2                |         | 4           | 2          | 1     | 24    | 1.7  |
| 81 - 90                 | 2     | 1      | 2      | 1                | 6    | 2            | 3     |     | 1     | 2                |         | 5           | 2          |       | 27    | 1.9  |
| 91 - 100                |       | 1      |        |                  | 7    | 1            | 1     |     |       | 1                |         | 5           | 2          |       | 27    | 1.9  |
| 101 - 110               | 11    |        |        |                  | 6    | 2            |       |     |       | 1                |         | 2           | 1          |       | 14    | 0.97 |
| 111 - 120               |       |        | 1      |                  | 2    |              | 1     |     |       |                  |         | 1           |            |       | 12    | 0.83 |
| 121 - 130               |       |        |        |                  | 5    | 1            |       |     |       |                  |         | 1           | 1          |       | 6     | 0.43 |
| 131 - 140               |       |        | 2      | 1                | 7    |              | 1     |     |       |                  |         | 3           |            |       | 14    | 0.97 |
| 141 - 150               |       |        | 2      |                  | 5    | 2            |       |     |       |                  |         | 2           |            |       | 12    | 0.83 |
| 151 - 160               | 1     |        |        |                  | 5    |              |       |     |       |                  |         | 2           | 3          |       | 6     | 0.43 |
| 161 - 170               |       |        |        |                  | 5    |              |       |     |       |                  |         | 1           |            |       | 3     | 0.21 |
| 171 - 180               |       |        |        |                  | 2    | 1            |       |     |       | 2                |         | 1           |            |       | 3     | 0.21 |
| 181 - 190               |       |        |        |                  | 1    |              |       |     | 1     | 1                |         | 1           |            |       | 6     | 0.43 |
| 191 - 200               |       |        |        | 1                | 1    |              |       |     |       |                  |         | 3           |            |       | 6     | 0.43 |
| 201 - 210               |       |        |        |                  |      | 1            |       |     |       |                  |         |             |            |       | 3     | 0.21 |
| 211 - 220               |       |        |        |                  | 1    |              | 1     |     |       |                  |         | 1           |            |       | 3     | 0.21 |
| 221 - 230               |       |        |        |                  |      |              |       |     |       |                  |         |             |            |       |       |      |
| 231 - 240               |       |        | 2      |                  | 1    |              |       |     |       |                  |         |             |            |       |       |      |
| 241 - 250               |       |        | 1      |                  |      | 1            |       |     |       |                  |         |             |            |       | 1     | 0.07 |
| 251 - 260               |       |        |        |                  |      |              |       |     |       |                  |         |             |            |       |       |      |
| 261 - 270               |       |        |        |                  | 1    |              | 1     |     |       |                  |         |             |            |       |       |      |
| 271 - 280               |       |        |        |                  |      |              |       |     |       |                  |         |             |            |       |       |      |
| 281 - 290               |       |        |        |                  | 1    |              |       |     |       |                  |         |             |            |       |       |      |
| 291 - 300               |       |        |        |                  |      |              |       |     |       |                  |         |             |            |       |       |      |
| 301 - 310               |       |        |        |                  |      |              |       |     |       |                  |         |             |            |       |       |      |
| 311 - 320               |       |        |        |                  |      |              |       |     |       |                  |         |             |            |       |       |      |
| 321 - 330               |       |        |        |                  |      |              |       |     |       |                  |         |             | 1          |       | 1     | 0.07 |
| 331 - 340               |       |        | 1      |                  |      |              |       |     |       |                  |         |             |            |       |       |      |
| 341 - 350               |       |        |        |                  |      |              |       |     |       |                  |         |             |            |       | 1     | 0.07 |
| 351 - 360               |       |        | 1      |                  |      |              |       |     |       |                  |         |             |            |       |       |      |
| 361 - 370               |       |        |        |                  |      |              |       |     |       |                  |         |             |            |       | 1     | 0.07 |
| 371 - 380               |       |        |        |                  |      |              |       |     |       |                  |         |             |            |       |       |      |
| 381 - 390               |       |        |        |                  |      |              |       |     |       |                  |         |             |            |       |       |      |
| 391 - 400               |       |        |        |                  |      |              |       |     |       |                  |         |             |            |       |       |      |
| 401 - 410               |       |        |        |                  |      |              |       |     |       |                  |         |             |            |       |       |      |
| 411 - 420               |       |        |        |                  |      |              |       |     |       |                  |         |             |            |       |       |      |
| 421 - 430               |       |        |        |                  |      |              |       |     |       |                  |         |             |            |       |       |      |
| 431 - 440               |       |        |        |                  |      |              |       |     |       |                  |         |             |            |       |       |      |
| GRAND TOTAL             | 44    | 14     | 25     | 8                | 236  | 173          | 165   | 237 | 28    | 58               | 214     | 105         | 107        | 9     | 1,443 | 100  |

RECORD OF CONTINUED  
REINTEGRATION CORRECTIONAL CENTER  
NEW YORK CITY  
6-17-76

22-22



A 2077

RX-VV

## Bail Study of of Pretrial Detainees

at the NY MCC

3/18/77

| Offense                             | Number of Entrees | \$ Total Amount | \$ Bail Averages |
|-------------------------------------|-------------------|-----------------|------------------|
| Postal Robbery                      | 1                 | 500,000         | 500,000.00       |
| Bank Robbery                        | 34                | 2,791,000       | 82,083.24        |
| Failure to Appear                   | 6                 | 415,000         | 69,166.67        |
| Possession Stolen Goods             | 5                 | 63,500          | 12,700.00        |
| Conspiracy to Violate Narcotics Law | 12                | 2,800,000       | 233,333.33       |
| Violation of Narcotics Law          | 26                | 2,085,000       | 80,192.31        |
| Air Piracy                          | 5                 | 5,000,000       | 1,000,000.00     |
| Sale & Possession of Counterfeit    | 5                 | 120,000         | 24,000.00        |
| Interstate Theft                    | 2                 | 35,000          | 17,500.00        |
| I.R.S. Tax                          | 1                 | 2,500           | 2,500.00         |
| Unknown Title 18                    | 3                 | 750,000         | 250,000.00       |
| Assault on Federal                  | 6                 | 167,000         | 27,833.33        |
| False Statement                     | 2                 | 27,000          | 13,500.00        |
| Possession Stolen Mail              | 1                 | 5,000           | 5,000.00         |
| Embezzlement                        | 1                 | 50,000          | 50,000.00        |
| Flight to Avoid                     | 2                 | 30,000          | 15,000.00        |
| Conspire to Defraud U.S.            | 1                 | 5,000           | 5,000.00         |
| Export Illegal Aliens               | 2                 | 75,000          | 37,500.00        |
| Probation Violation                 | 3                 | 8,500           | 2,833.33         |
| Illegal Entry                       | 1                 | 20,000          | 20,000.00        |
| Extortion or Conspire to            | 1                 | 250,000         | 250,000.00       |
| Interstate Transport Stolen Goods   | 2                 | 30,000          | 15,000.00        |
| Possess Dist. Dang. Substance       | 1                 | 50,000          | 5,000.00         |
| Mail Fraud                          | 1                 | 1,000           | 1,000.00         |
| Loan shark                          | 1                 | 10,000          | 10,000.00        |
| Firearms                            | 1                 | 2,500           | 2,500.00         |
| Threat to President                 | 1                 | 5,000           | 5,000.00         |
| Kidnap                              | 3                 | 550,000         | 183,333.33       |
| Credit Cards                        | 1                 | 2,500           | 2,500.00         |
| Bank Robbery                        | 18                | 544,000         | 30,222.22        |
| Narcotics Violation                 | 19                | 1,485,000       | 78,157.90        |
| Forgery                             | 3                 | 81,000          | 27,000.00        |
| Postal Larceny                      | 1                 | 20,000          | 20,000.00        |
| Civil Rights                        | 3                 | 290,000         | 96,666.67        |
| GRAND TOTAL                         | 175               | 18,270,500      | 104,402.86       |

RX-VV

A 2078

Bail Study of Pretrial Detainees  
at the NY MCC  
3/18/77

Statistical biasing is caused by 6 inmates with one million dollars, or more, bail, so to compensate for this, we have removed them from the sample. This results in an average bail amount of \$66,689.35.



Rx-22

A 2079

WILLIAM WALTER MENNINGER, M.D.

OFFICE ADDRESS:

Topeka State Hospital  
2700 West Sixth  
Topeka, Kansas 66606  
Telephone: 913/ 296 4226

The Menninger Foundation  
Box 829  
Topeka, Kansas 66601  
Telephone: 913/ 234 9566

HOME ADDRESS:

1505 Platte  
Topeka, Kansas  
Telephone: 913/ 253 7927

DATE AND PLACE OF BIRTH:

October 23, 1931 - Topeka, Kansas

Social Security No.: 512-28-3162

GRADUATE OF:

1953 A.B. With Great Distinction, Stanford University, Stanford, California  
(Phi Beta Kappa, 1953)  
1957 M.D. Cornell University Medical College, New York, New York  
(Alpha Omega Alpha, 1956)

Post Graduate Training:

1957 - 1958 Internship, U.S. Medical Service (Harvard), Boston City Hospital,  
Boston, Massachusetts  
1958 - 1961 Residency in Psychiatry, Menninger School of Psychiatry, Topeka, Kansas  
which includes:  
7/58 - 6/60 Topeka State Hospital, Topeka, Kansas with assignments  
including:  
Letchworth Village Institute on Mental Retardation 4/60  
Peter Bent Brigham Hospital, Boston, Massachusetts, 5/60-  
6/60  
7/60 - 6/61 C.F. Menninger Memorial Hospital, Topeka, Kansas  
1961 - Present Topeka Institute for Psychoanalysis, Topeka, Kansas

MEDICAL LICENSES HELD:

1959 - Kansas (#12770)  
1962 - Oklahoma (#7828)

CERTIFICATION BY SPECIALTY BOARDS

American Board of Psychiatry and Neurology - Psychiatry, 1963

SERVICE RECORD, ARMY, NAVY, U.S.P.H.S.:

U.S.P.H.S.

1959 - 1964 Active Duty

1964 - Present, Inactive Reserve

Final Rank: Senior Surgeon (Temporary) (Equivalent to Commander, USN,  
or Lt. Col., USA)

Service Assignments: 7/59 - 6/61 Residency Training  
6/61 - 6/63 Federal Reformatory, El Reno, Okla.  
7/63 - 3/64 Peace Corps, Washington, D.C.

Rx-22

William Walter Menninger, M.D.

page 2.

PRESENT POSITIONS AND OFFICES:

Primary Responsibility:

Assistant Superintendent, Clinical (Clinical Director), Topeka State Hospital,  
Topeka, Kansas (1972)

Additional Responsibilities:

Director of Residency Training, Topeka State Hospital (1971)  
Senior Staff Psychiatrist, The Menninger Foundation (1969)  
Lecturer, Center for Applied Behavioral Sciences, The Menninger Foundation (1969)  
Menninger School of Psychiatry: Faculty Member (1967)  
Member, Management Committee (1971)  
Chairman, Admissions Committee (1973)  
Consultant, Topeka Police Department, Topeka, Kansas (1965)  
Syndicated Columnist, Universal Press Syndicate (1975)

On-Going Consultative and Advisory Responsibilities:

Consultant in Psychiatry, St. Francis Hospital, Topeka, Kansas (1964)  
Member, Board of Trustees, Volunteers in Probation, Inc. (affiliated with the  
National Council on Crime and Delinquency), Royal Oak, Michigan (1968)  
Staff Member, Psychiatric Service, St. Louis-Vaill Hospital, Topeka, Kansas (1969)  
Member, National Advisory Board, Fountain House, New York City (1971)  
Consultant, Bureau of Prisons, United States Department of Justice, Washington, D.C.  
(1972)  
Member, Advisory Board, National Institute of Corrections, Bureau of Prisons,  
Washington, D. C. (1974)  
Member, Board of Editors, Psychiatry Digest, (Editor, 1971-1975) Northfield,  
Illinois (1975)  
Member, Board of Trustees, National Committee for Prevention of Child Abuse,  
Chicago, Illinois (1975)  
Member, Advisory Council on Mental Health to the Secretary of Kansas State  
Department of Social and Rehabilitation Services, Topeka, Kansas (1976)

On-Going Teaching Appointments:

Faculty Member, Menninger School of Psychiatry (1967) (listed above)  
Lecturer, Center for Applied Behavioral Sciences, The Menninger Foundation  
(1969) (listed above)  
Director of Residency Training, Topeka State Hospital (1971) (listed above)  
Adjunct Faculty Member, Advanced Pastoral Studies Program, San Francisco  
Theological Seminary, San Francisco, California (1971)  
Adjunct Professor, Corrections and Criminal Justice Program, Washburn University,  
Topeka, Kansas (1974)  
Adjunct Professor of Political Science, Capitol Complex Center, University of  
Kansas, Topeka, Kansas (1975)



**NATIONAL AND REGIONAL MEDICAL AND PROFESSIONAL SOCIETIES:**

American Academy of Psychiatry and the Law  
 American Association for the Advancement of Science  
 American College of Physicians (Fellow)  
 Kansas AGP Program Committee: Member, 1970; Chairman, 1972  
 American Correctional Association  
 American Medical Association  
 American Psychiatric Association (Fellow)  
 Committee on Liaison with the American College of Physicians: Member 1974 to date  
 American Psychoanalytic Association (Fellow)  
 Committee on Community Psychiatry: Member, 1974  
 Boy Scouts of America National Council  
 National Health and Safety Committee: Member, 1970  
 Subcommittee on Health Education: Chairman, 1971 to date  
 Group for the Advancement of Psychiatry  
 Ginsberg Fellow, 1959-1961  
 Committee on Mental Health Services: Member, 1967; Chairman, 1973 to 1976  
 Institute of Medicine, National Academy of Sciences, 1972 to date  
 Kansas District Branch (American Psychiatric Association)  
 Chairman on Clinical Services, 1970 to date  
 Kansas Medical Society  
 Committee on Education: 1972 to date  
 Mid-Continent Psychiatric Association  
 National Council on Crime and Delinquency  
 Shawnee County Medical Society  
 Board of Governors: Member, 1973; Chairman, 1974 to 1976  
 Volunteers in Probation, Inc. (Division of the National Council on Crime and Delinquency) Advisory Council: Member

**SPECIAL HONORS AND APPOINTMENTS**

Phi Beta Kappa, 1953  
 Alpha Omega Alpha, 1956  
 National Advisory Health Council, Department of HEW, 1967-1971  
 National Commission on the Causes and Prevention of Violence, Commissioner (the "Eisenhower Commission"), 1968-1969  
 Kansas of Achievement, Topeka Capital-Journal, 1969  
 Recognition for Outstanding Service, Rotary Club of Topeka, 1970  
 Institute of Medicine, National Academy of Sciences, 1972  
 Clinical Examiner, American Board of Psychiatry and Neurology, 1975

**SPECIAL INTERESTS:**

Professional and Research: Preventive and social psychiatry; applications of psychiatry in law enforcement and corrections; hospital psychiatry and staff relationships; psychoanalysis; human sexuality; public education.

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- "Some Perspectives on Violence in America Today." Federal Probation, 33:5-11, December 1969.
- "Violence and the Urban Crisis." Crime and Delinquency, 16:229-237, July 1970.
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3. "Rehabilitation, How?" Municipal Court Review, 3:8-11, Spring 1963.
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53. Happiness Without Sex and Other Things Too Good to Miss. Mission, Kans.: Sheed, Andrews & McCreel, 1976.

**RX-BBB A 2030**

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TENTATIVE OUTLINE OF ARCHITECTURAL REQUIREMENTS FOR  
THE NEW YORK METROPOLITAN CORRECTIONAL CENTER

PREPARED BY:

U.S. BUREAU OF PRISONS  
DEPARTMENT OF JUSTICE  
WASHINGTON, D. C.

DECEMBER 1970

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PRE-ARCHITECTURAL PROGRAM:

THE NEW YORK METROPOLITAN CORRECTIONAL CENTER

INTRODUCTION

In planning a Metropolitan Correctional Center (not to be confused with a jail) there are several reasons why the Bureau of Prisons should provide assistance for persons who will be confined at the proposed Metropolitan Correctional Center. First, in the United States arrested persons are considered innocent until proven guilty; further, U. S. Court statistics indicate that approximately twenty percent of those arrested are dismissed. Thus it would appear that the Justice Department has a moral obligation to make the inconvenience of confinement placed on arrested, but still innocent, persons as light as possible. Second, the persons being arrested are, even though they may be dismissed on the current charge, usually people with high potential for becoming criminals. By using the opportunity presented through their contact with the Metropolitan Correctional Center to analyze their needs, and to direct them to the proper community agencies for assistance, the MCC can meaningfully serve as a preventative weapon in the war on crime. Third, the increased requirements by the courts for more complete and accurate information upon which to base the sentencing of individuals indicates there will be an increase in the number and quality of pre-trial and pre-sentence observation and study reports requested by the Federal courts. Thus the MCC can assist the U. S. Courts by providing



A 2097

the services required by the courts to efficiently process cases. ~~and~~  
~~text~~, There are those individuals convicted, who are unsuitable for  
probation but not seriously delinquent to require an extended prison  
term, that need short-term intensive treatment. The proposed Metro-  
politan Correctional Center can assist in the development of short-term  
intensive programs for these persons. *<add info*

As the above paragraph indicates, there are two operations or types  
of programs involved. The first provides a direct service to the court  
by providing for the detention of alleged criminals awaiting trial and  
sentencing and by providing professionally prepared evaluation reports.  
The second is a corrective program for convicted criminals. While  
these two programs are not mutually exclusive at the operations level,  
and are presently being operated as one program in our New York City  
Detention Center, there are significant legal reasons and differences  
in program objectives to warrant their independent consideration.

In New York City building resources are both scarce and expensive.  
For this reason priorities for programs should be established. Because  
of the large volume of cases handled by the New York Federal Courts,  
the MCC's proposed location across the street from the Federal Court  
Building, and the availability of correctional program resources  
relatively close at Danbury, Connecticut and Allenwood, Pennsylvania,  
the Task Force recommends that the program planned for the new Metro-  
politan Correctional Complex give first priority to the Detention  
Observation and Study Program and second priority to the Correctional  
Program.

There could be selective programming of the long sentence prisoners who  
are returning to the area and there might be limited capacity for certain  
state and local prisoners.

Metropolitan Correctional Complex Objectives.

The MCC will have alledged criminals and witnesses available as prescribed by the courts; using as a guide, the court's mandate that only the minimum restrictions necessary to insure the presence of these persons in court be forced upon detained persons.

And to the extent that program space is available, to provide services for various kinds of sentenced persons including persons being held by the Federal Immigration Service.

The Functional Unit Concept.

Introduction

In order to place the MCC programs outlined in the remainder of this paper in proper prospective it is necessary to explain the concept of the "Functional Unit." The Functional Unit is located in a physical space specifically designed to facilitate a planned program. The Functional Unit operates independently to the extent that the staff, or team, assigned to the unit are responsible for planning, implementation, and maintenance of that program. Coordination between Functional Unit Programs is accomplished by the higher level managers who insure that Functional Unit Program objectives and operations are in congruence with the MCC program objectives. It is important to understand that all activities and services for detained persons will, whenever possible, be provided directly in the unit where these persons are billeted. Some basic activities are: counselling service, assistance with outside affairs, dining, recreation and/or education activities, work, and visiting, both personal and official.



### Functional Unit Objectives

1. Place services and programs in close proximity to the users of these services and programs.
2. Place persons responsible for planning, managing, and implementing services and programs in the same area where the programs take place.
3. Provide better prisoner management and control through maintaining them in small groups.
4. Reduce to a minimum the movement of prisoners within the detention center.

5. *Provide services to inmates*

### Advantages

There are several advantages to the Functional Unit. Some of the more obvious are:

1. CONTROL - By maintaining prisoners in relatively small independent groups, and by substantially reducing the amount of prisoner movement within the detention center; physical control over the prisoners should be accomplished with a minimum of effort.  
(Reduced movement is very important in vertical buildings where elevators must be used.)
2. FLEXIBILITY - The independent nature of the functional unit permits relatively simple program alteration. As the population characteristics change, and need requirements change, Functional Unit Programs may be individually altered, removed, or added with minimum disturbance to the basic organization.

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3. RESOURCE MANAGEMENT - Functional Unit programs lend themselves to differential allocation of specific resources; both staff energies and physical plant. For example, some persons may require closely supervised visiting with special facilities and specially trained staff while others may require little supervision and no special facilities.
4. STAFF DEVELOPMENT - The team concept which requires lower level staff to plan, implement, and manage programs will give these staff members an opportunity to develop managerial skills.
5. STAFF INVOLVEMENT - In a Functional Unit program the working team members will be involved in most of the planning and decision making related to their work. Social science research indicates that this arrangement usually results in high staff morale and involvement in their work.



MCC COURT SERVICES PROGRAM

Court Services Program Objectives.

1. Provide housing programs with varying amounts of individual restrictions to be used with varying needs for physical restraint (security).
2. Provide services that will assist those persons detained in managing personal responsibilities and/or to complete personal commitments in the community.
3. Provide services that will facilitate expedient processing of detained persons in the Federal courts.
4. Provide programs that will insure the physical and psychological well being of those persons detained.
5. Provide programs what will assist socially marginal individuals coming in contact with the MCC in receiving required assistance from available community programs.

*6. Provide more effective services to inmates*  
Detention Programs.

Introduction

In order to accomplish the above objectives three basic program areas have been identified.

1. Entrance and Exit Programs
  - a. Admission Program
  - b. Discharge Program
  - c. Court Appearance Process
2. Normal Living Programs

### 3. Medical Programs

- a. Detoxification or Chemical Withdrawal Program
- b. Acute Mental Problems Program
- c. Regular Medical and Dental Care Program
- d. Study and Evaluation Program

The projected flow of arrested persons through the MCC Detention Program is outlined in Figure 1. The actual mechanics of the process will be detailed in the following text.

#### Specific Functional Unit Programs

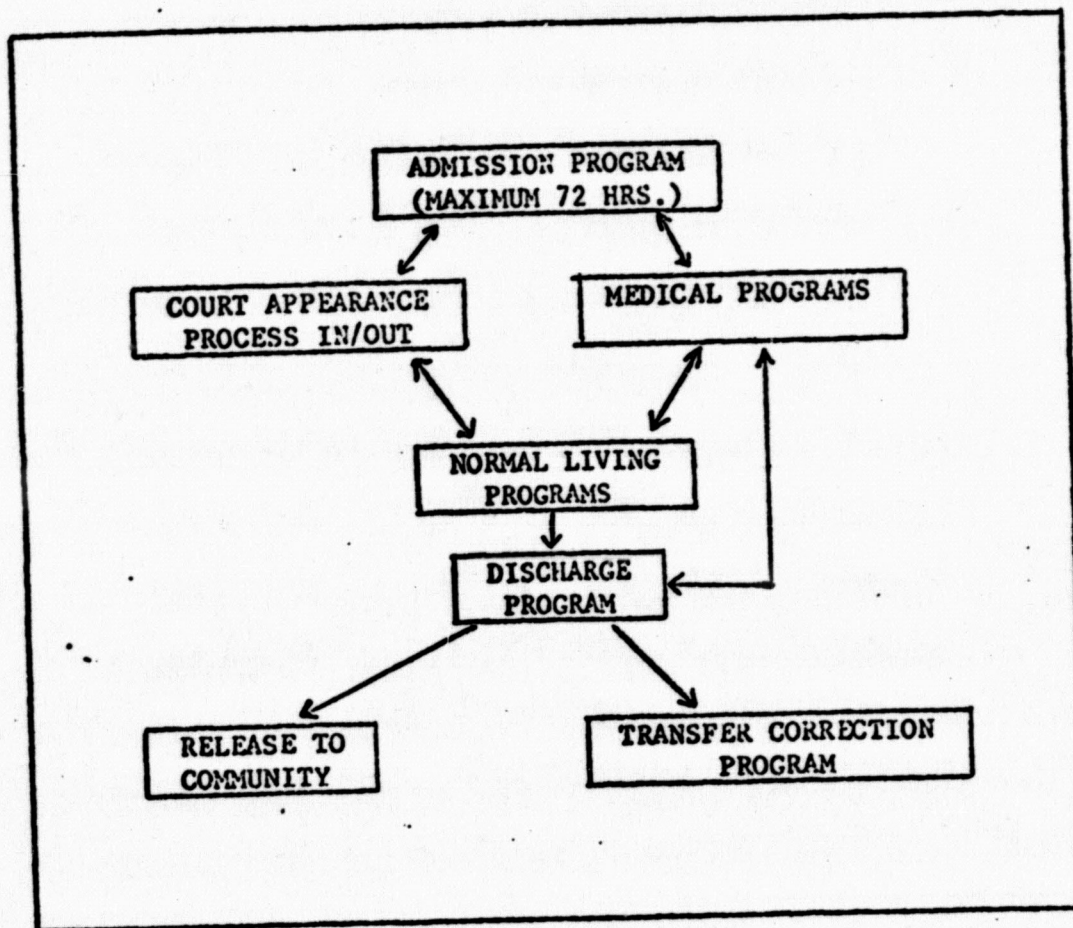
Entrance and Exit Programs. Traditionally, the process of receiving and releasing inmates has been a dual operation physically located immediately adjacent to the front entrance of the facility, usually off the lobby or corridor which also serves as the main entrance for public use. In this setting, the inmate is usually brought into the facility in full security devices which must be removed. This procedure often humiliates both the prisoner and officers involved. Further, a proper admissions program involves much more than removing handcuffs, searching for contraband, and checking in valuables. Likewise, a discharge program should include more than returning valuables to a person and opening the door to the street. A third source of in and out prisoner traffic results when men are removed from the detention center for appearances in court and returned following their appearance. As Table 1 indicates, there are large volumes of traffic in all three areas. Admissions and discharges average approximately 12 to 16 per day. And court appearances average approximately 520 per month with daily



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FIGURE I

FLOW PROCESS OF ARRESTED PERSONS  
THROUGH MCC DETENTION PROGRAM



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TABLE 1

FLOW OF PERSONS DETAINED  
AT THE NEW YORK DETENTION HEADQUARTERS

Information reported by the New York Detention staff for 1969:

|                                  |         |
|----------------------------------|---------|
| Average Men Admitted Per Month   | 275 Men |
| Average Men Discharged Per Month | 275 Men |
| Average Daily Intake             | 12 - 16 |

(Approximately one half or 6-8 are "Drops"; i.e., men left for safe keeping. "Drops" are removed within 24 hours and are not counted as an admission)

|                                          |         |
|------------------------------------------|---------|
| Average Length of Stay                   | 30 Days |
| Average Men Produced for Court Per Month | 522 Men |

Information reported by New York University for a sample taken during July 1970. (Sample N=68)

Length of Stay in West Street Jail

|          |         |
|----------|---------|
| Average: | 80 Days |
| Median:  | 45 Days |



A 2105

peaks of more than 80 persons. Because of this large volume of in and out traffic and the need for specific services related to these functions, it is recommended that separate programs be established for admissions, discharges, and court appearances.

Admissions Program. The Admissions Program, or point of initial entry into the MCC, is extremely important for several reasons. First, the largest volume of people will be programmed in this unit, in fact, for many this will be their only contact with the MCC. An estimated 50 percent of those brought to the MCC are "drops" who stay less than 24 hours and not admitted (Table 1); and of those admitted, Hall and Schmidt estimate approximately 30 percent released within the first 72 hours. Thus, for this group, all services provided must be provided within the Admissions Program. Second, for many admission into the detention center will be a new and frightening experience. For these people assistance and assurance must begin immediately. Third, immediately following arrest and removal from the community the numbers of persons requiring assistance with "loose ends" and unmet responsibilities in the community will probably be the greatest. Fourth, most persons are unknown, or at least not positively identified, when admitted to the detention facility. For this reason, there is an urgent need for quick accurate identification and assessment of personality characteristics so the the proper recommendation can be made to the court with regard to the new detainee's release on recognizance or, if not released, to identify his (her) specific needs for assignment to the correct Functional Unit Housing Program.

Objectives.

1. Provide individual, secure, short-duration housing for all new detainees.
2. Determine quickly who the detainee is - especially with regard to criminal history, i.e., is he dangerous?
3. Provide the court with appropriate information which will assist it in deciding if the detainee merits release on his own recognizance.
4. Provide communications between detained persons and concerned persons in the community, i.e., employers, family, friends, <sup>attorney</sup> etc.
5. Provide assistance to detainees in "tying up" unfinished business in the community.
6. Determine detainee's physical, mental, and control needs, and on the basis of these needs assign to appropriate MCC programs.
7. Provide MCC managers with accurate, quantified information that describes the traffic flow, characteristics and needs of the current incoming population.

Program Activities.

1. Initial entry into the detention center.
2. Initial intake process including; food, if required, initial interview, picture taking, finger printing, medical examination, etc.
3. Using computer terminal, get available information from FBI data bank or something like project "SEARCH."



## A 2107

4. Extended interview or screening for possible release to own recognizance, assistance needed, needs in relation to program assignment, etc.
5. Provide needed assistance.
6. Assign to Admission Program Unit sleeping quarters.
7. Based on the results accumulated in steps 1, 2, 3 and 4 provide an analysis of the detainee for the court (assists in their decision for release) or assignment to MCC Program Unit.

### Facilities Requirements.

1. Efficient access for delivering by law enforcement officials.  
An autoport and/or heli port with separate entrance from that used by the general public.
2. Because new admittees are mostly unknown, this unit will need to be secure with individual rooms, private water closet and lavatories. Based on a maximum time in this unit of 72 hours; the present admission rate at the West Street facility; women presently held in contract facilities; and the possibility of taking all immigration detention cases; an estimated 25 sleeping rooms will be required. Showers will be private but open for communal use. These shower stalls should have attached private dressing rooms so that detainees of both sexes may be handled easily in this unit.
3. Recreation will be primarily individual and limited to commercial T.V., radio, and reading.
4. A ~~small~~ general purpose activity room for dining, meetings, and socializing.

## A 2108

5. A control center to monitor the entrance to the admission unit and provide central internal control for the MCC. It should also contain the computer terminal, equipment necessary to take finger prints, photographs, etc., handle basic data retrieval and data organization needed for research and management. The control center should also contain the necessary communication equipment.
6. Sufficient access to public telephones for detainees.
7. Visiting space for official visitors, office space for counselling staff and/or program manager and non-Bureau of Prisons staff (volunteers, students, etc.) working in the unit.
8. Efficient access to medical services.

Figure 2 outlines the basic program areas included in the admission program.

Discharge Program. As previously indicated the discharge process should do more than "open" the door and "point" to the street. Table 2 indicates that 40 percent of the persons studied were unemployed and 35 percent had under \$20.00 at release.

Generally available data indicates a need for both employment services and social service referrals. The minimum should be at least a counsellor to direct releasees to social agency referral services.

### Objectives.

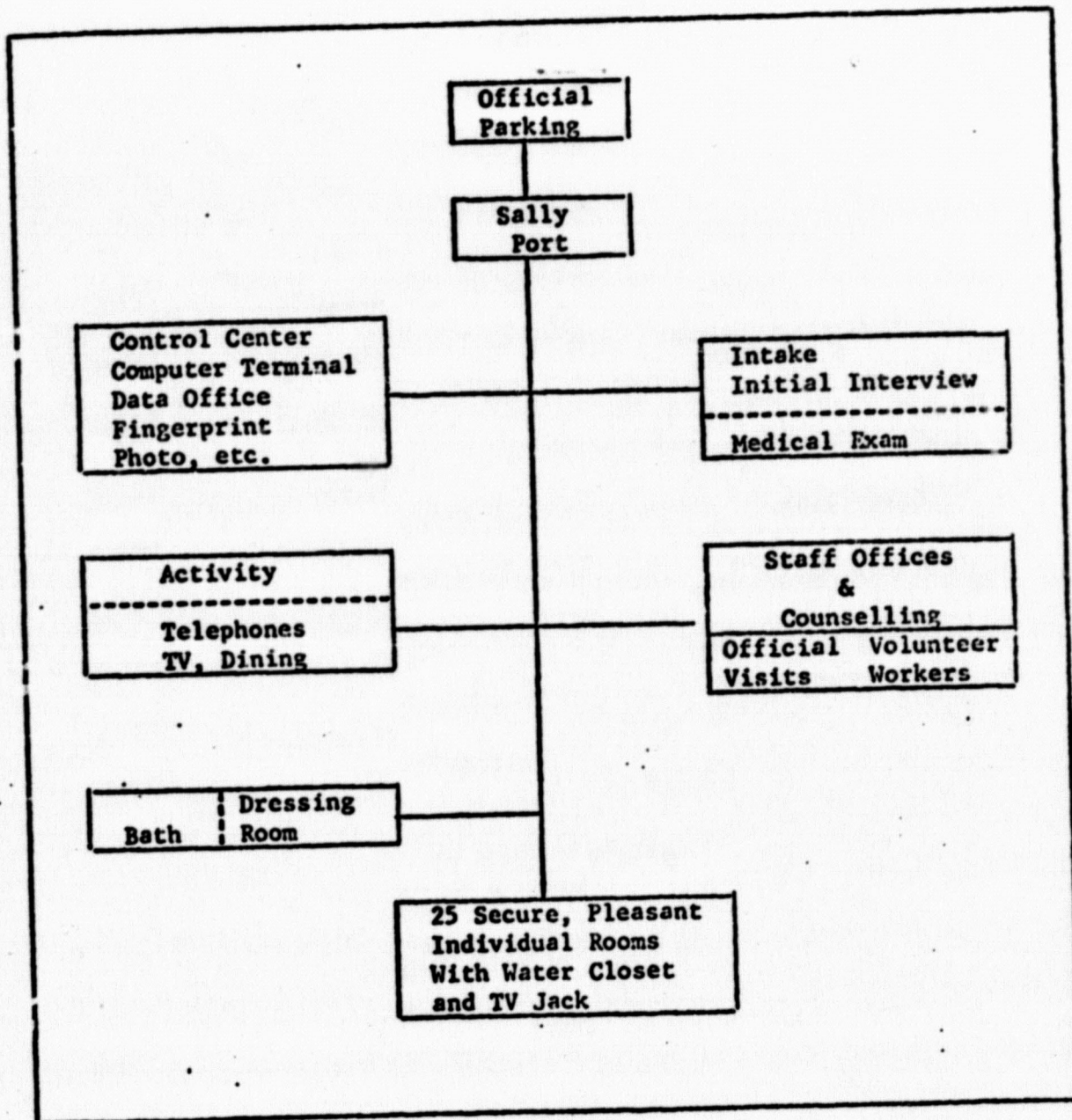
1. Provide essential release service, i.e., return of personal property, etc.



A 2109

FIGURE 2

DIAGRAMMATIC ADMISSION UNIT PROGRAM AREA



A 2110

TABLE 2

SOCIAL NEEDS REPORTED BY HALL AND SCHMIDT AND  
NEW YORK UNIVERSITY PILOT

|                                                  |               |                |
|--------------------------------------------------|---------------|----------------|
| <b>Employment at Arrest:</b>                     |               | <u>Percent</u> |
| Employed                                         |               | 62%            |
| Non-Employed                                     |               | 38%            |
| <b>At Release:</b>                               |               |                |
| Employed                                         |               | 60%            |
| Non-Employed                                     |               | 40%            |
| <b>Money on Hand at Arrest:</b>                  |               |                |
| Under \$20                                       |               | 73%            |
| <b>At Release:</b>                               |               |                |
| Under \$20                                       |               | 35%            |
| <b>From NYD Records (Detainee Problems N=68)</b> |               |                |
| <u>Sentenced</u>                                 | <u>Number</u> | <u>Percent</u> |
| Narcotics                                        | 22            | 38%            |
| Alcohol                                          | 6             | 10%            |
| Attempted Suicide                                | 2             | 3%             |
| Gross Mal-Adjust                                 | 5             | 8%             |
| Needed Some Med. Treatment                       | 17            | 29%            |
| <u>Unsentenced</u>                               |               |                |
| Narcotics                                        | 8             | 16%            |
| Alcohol                                          | 13            | 26%            |
| Attempted Suicide                                | 4             | 8%             |
| Gross Mal-Adjust                                 | 9             | 18%            |
| Needed Some Med. Treatment                       | 23            | 47%            |



## A 2111

2. Provide employment and social service assistance referrals.

### Activities.

1. Return personal affects and get necessary receipts signed by releasees. Employment placement and counselling (Employment Placement Officer)
2. Interview releasees and make referrals to appropriate social agencies if necessary.

### Facilities Requirements.

1. The discharge program should be located reasonably close to the admissions entrance so as to take advantage of the parking area.
2. The unit should, if possible, be located outside the secure perimeter of the detention center with easy access to the street.
3. It should contain a room for storing personal belongings. This room should permit efficient processing of these articles and returning them to the detainee.
4. It should contain office space for counsellors or EPO.
5. If space permits a small interview office for research workers to make exit interviews or collect other research data.

Court Appearances Process. In order to assist the U. S. Courts in New York City, the current jail at West Street has to produce approximately 14,000 individuals per year in the U. S. Courts. Some days this involves moving physically 80 individuals out of the jail to the courts

## A 2112

and then returning them. (Table 1) This large volume indicates detailed consideration should be given to this process.

Several alternatives for operation are available. The alternative preferred by the planning team is that a specific area be located near the exit used for movement to and from the court. This unit would include space for storage of clothing and other items needed by the detainees when appearing in court. There are, however, at least two other alternatives which are feasible. One is to include the court appearance function in the discharge unit program. This would have the advantage of saving space and possibly a staff position. It would have the disadvantage of placing extra work on the discharge program staff so that they do not give appropriate attention to the objectives outlined in the discharge program. A third alternative would be to have each living unit program prepare their own people for appearance in court requiring the U. S. Marshals to pick up the people directly from the living unit. This alternative would have the advantage of allowing the minimum restrictive programs to be much less concerned with shake down and other procedures for preventing the introduction of contraband than would be required in the maximum restrictive programs. This should constitute considerable saving in staff labor and/or unnecessary violations of detainee's personal privacy.

### Medical Programs.

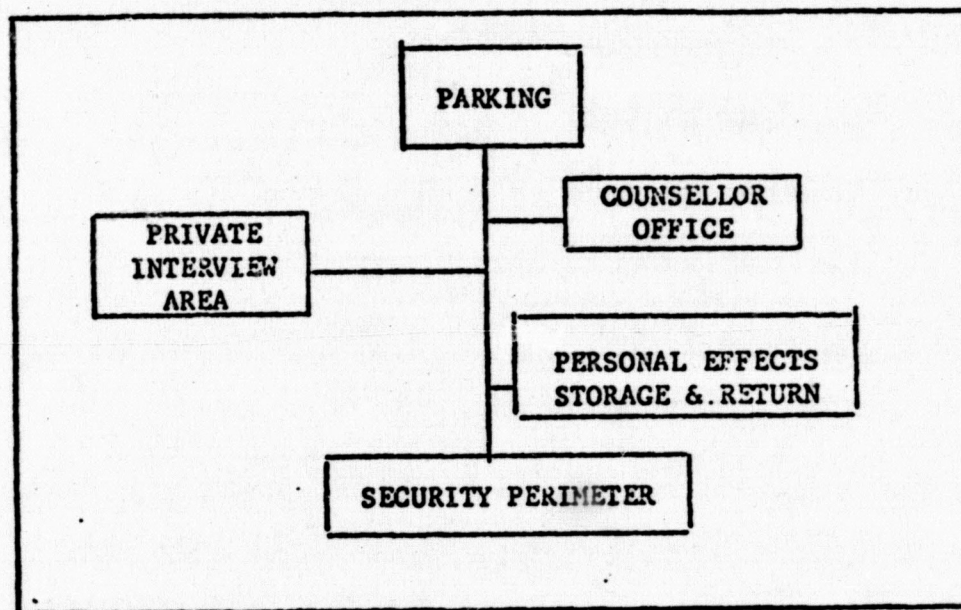
Introduction. The Medical Unit will contain several programs. The central theme around which these various programs is clustered is their need for medical staff and specialized medical facilities.



A 2113

FIGURE 3

DIAGRAMMATIC OF DISCHARGE UNIT PROGRAM



## A 2114

Detoxification Program. To facilitate with proper medical care the withdrawal from various types of chemicals to which a person has been addicted. This is intended to include drugs, narcotics, alcohol, etc. Information from the Hall and Schmidt study, and estimates from West Street Detention Center staff, indicate that approximately 30 percent of persons admitted to the detention center show symptoms of chemical withdrawal.

### Objectives.

1. Provide separation from main population while undergoing the trauma of drugs, or alcohol withdrawal.
2. Provide the necessary medical care during detoxification.

### Activities.

1. Have not been delineated by the medical staff - but should be prior to Architectural Programming.

### Facilities Requirements.

1. Located within the medical unit.
2. Using population estimates, and information in Table 2, the medical staff estimates 15 rooms will be needed.
3. More specific facilities requirements must be made following a clearer program description.

Psychiatric Emergency Care Program. The data in Table 2 and information received from the staff at the New York Detention facility indicate that at least 18 percent of the population have some type of emotional problem and that 8 percent show strong suicidal tendencies.



A 2115

Objectives.

1. Provide short-term temporary treatment for psychiatric cases not containable in other programs.

Program Activities.

1. Have not been delineated by the medical staff - but should be prior to Architectural Programming.

Facilities Requirements.

1. Six regular beds
2. One confinement room
3. Other requirements to be prescribed after program activities are defined.

Infirmery. The information in Table 2 indicates that 29 percent of the sentenced persons and 47 percent of the unsentenced population at the New York Detention facility "need some medical attention." To provide this needed medical care a small infirmery is included in the medical unit program.

Objectives.

1. Provide short-term infirmery care and out-patient care for persons confined at the Metropolitan Correctional Center.
2. Provide emergency dental care to detained persons.

Activities.

1. Have not been delineated by the medical staff - but should be prior to Architectural Programming.

Facilities Requirements.

1. Six private rooms equipped with nurse signal system, water closet and shower.

## A 2116

2. Small general purpose activity room for recreation, dining, etc.
3. Nurse station and/or medical technical assistance office
4. Treatment room with sink
5. Linen room
6. Janitor's closet
7. Small room with bathtub
- (Out-patient Services)
8. Two history and screening offices
9. One examination room
10. One conference room
11. One physical therapy room
12. One x-ray and drak room
13. One laboratory
14. One pharmacy and storeroom
15. One medical records room
16. Two offices for medical techical assistance/position and examination room
17. A dental clinic with accompanying x-ray room and office
18. Other requirements following activities definition.

Figure 4 outlines various medical unit program areas.

### Study and Evaluation Program

Diagnostic Center Programs. Part of the Bureau of Prisons' role in assisting the U. S. Court is to provide the psychiatric evaluations for the purpose of determining an individual's mental competency to stand trial. Much of this evaluative work is now being performed at



Springfield, Missouri. Considerable time and money could be saved by performing the competency evaluation in the MCC. In addition to competency evaluations, the MCC will also provide pre-sentence observation and study reports.

Objectives.

1. Produce psychiatric competency studies and other evaluations for the U. S. Court.
2. Produce pre-sentence study and observation reports for the U. S. Courts.

Activities.

1. Have not been delineated by the medical staff - but should be prior to the Architectural Programming.

Facilities Requirements.

1. Have not been delineated by the medical staff - but should be prior to Architectural Programming.

Normal Living Programs.

The Normal Living Programs are the core of the MCC. These programs, located within the individual "functional unit" and operated by the "functional unit teams," will provide, or make arrangements for all programs and services required. The Normal Living Programs should be organized according to specific clusters of needs as identified in the MCC population. Based on the scanty data available, some example of "need" dimensions along which specific programs could be organized are outlined in Tables 3, 4, 5, 6, and 7.

## A 2118

1. Tables 3 and 4 indicate there is a group of individuals who "need" large amounts of external control. (Security), e.g., Table 3 - 16 percent charged with bank robbery, 9 percent presently housed in maximum security; Table 4 - 35 percent over 9 felony commitments, 8 percent seen by staff as "notorious," and 14 percent seen as associated with "organized" crime.
2. Table 5 indicates the possibility of a program for non-English speaking persons.
3. Table 6 suggests the need for a program for men who are confined for long periods of time, i.e., 50 percent of the population are there over 30 days.
4. Females - present estimates indicate approximately 15 to 30 women will be detained at any one time.
5. Immigration detainees (Table 7) - many of these persons are non-criminals waiting deportation.
6. (Can you suggest others?) \_\_\_\_\_ ?
7. \_\_\_\_\_ ?
8. \_\_\_\_\_ ?

### Objectives.

1. Provide a program of assistance services, activities, and counselling which will meet the "needs" of a specifically defined group detained at the MCC.



A 2119

TABLE 3

SECURITY RELATED CHARACTERISTICS TAKEN FROM INFORMATION COLLECTED  
BY THE NEW YORK UNIVERSITY PILOT STUDY

| <u>LEGAL STATUS -</u>                                                   | <u>NUMBER</u> | <u>PERCENT</u> |
|-------------------------------------------------------------------------|---------------|----------------|
| Pre-Trial:                                                              | 36            | 53%            |
| Pre-Sentence:                                                           | 10            | 15%            |
| Post-Sentence:                                                          | 22            | 32%            |
| <u>PREVIOUS CRIMINAL HISTORY -</u>                                      |               |                |
| Never Arrested:                                                         | 19            | 28%            |
| Never Sentenced to a<br>Correctional Institution:                       | 32            | 47%            |
| Prior Sentenced to a<br>Correctional Institution:                       | 17            | 25%            |
| <u>NATURE OF THE CHARGES AND/OR OFFENSES -</u>                          |               |                |
| Narcotics and Other Charges:                                            | 21            | 31%            |
| Bank Robbery:                                                           | 11            | 15%            |
| Various Offenses Against<br>Property (Including Inter-<br>state Theft): | 12            | 18%            |
| Parole Violation:                                                       | 9             | 13%            |
| Forgery:                                                                | 7             | 10%            |
| Firearms Act:                                                           | 2             | 3%             |
| Other:                                                                  | 3             | 4%             |
| <u>CELL ASSIGNMENT -</u>                                                |               |                |
| Ordinary Cell:                                                          | 55            | 81%            |
| Maximum Security:                                                       | 6             | 9%             |
| Segregation:                                                            | 6             | 9%             |
| Hospital:                                                               | 1             | 2%             |

A 2120

TABLE 4

SECURITY RELATED CHARACTERISTICS TAKEN FROM  
INFORMATION COLLECTED BY HALL AND SCHMIDT

|                                                      | NUMBER | PERCENT |
|------------------------------------------------------|--------|---------|
| Detainers Pending                                    | 8      | 16%     |
| Previous Flight to Avoid<br>Prosecution              | 4      | 8%      |
| Previous Escapes                                     | 0      | 0%      |
| Parole Violations                                    | 0      | 0%      |
| <br>Prior Felony Commitm                             |        |         |
| None                                                 | 17     | 35%     |
| One                                                  | 5      | 10%     |
| Two                                                  | 4      | 8%      |
| Three                                                | 3      | 6%      |
| Four                                                 | 2      | 4%      |
| Five                                                 | 1      | 2%      |
| Six                                                  | 0      | 0%      |
| Seven                                                | 0      | 0%      |
| Eight                                                | 0      | 0%      |
| Over Nine                                            | 17     | 35%     |
| <br>Staff Perceptions                                |        |         |
| Number of Inmates in the Sample<br>Who Staff See As: |        |         |
| Notorious Criminal                                   |        |         |
| Yes                                                  | 4      | 8%      |
| No                                                   | 43     | 88%     |
| No Opinion                                           | 2      | 4%      |
| <br>In Organized Crime                               |        |         |
| Yes                                                  | 7      | 14%     |
| No                                                   | 40     | 82%     |
| No Opinion                                           | 2      | 4%      |



A 2121

TABLE 5

DESCRIPTIVE CHARACTERISTICS BASED ON INFORMATION COLLECTED BY  
THE NEW YORK UNIVERSITY PILOT STUDY

|             |    |
|-------------|----|
| Average Age | 33 |
| Median Age  | 30 |
| Modal Age   | 26 |

RACIAL OR ETHNIC GROUP -

|           | NUMBER | PERCENT |
|-----------|--------|---------|
| Black:    | 22     | 32%     |
| White:    | 31     | 46%     |
| Hispanic: | 13     | 19%     |
| Other:    | 2      | 3%      |

CIVIL STATUS AT MOMENT OF ARREST -

|             |    |     |
|-------------|----|-----|
| Single:     | 16 | 24% |
| Married:    | 32 | 47% |
| Common-Law: | 7  | 11% |
| Separated:  | 6  | 9%  |
| Divorced:   | 7  | 11% |

RESIDENCE AT TIME OF ARREST (LONGER THAN 6 MONTHS) -

|                    |    |     |
|--------------------|----|-----|
| New York District: | 50 | 74% |
| Elsewhere:         | 18 | 27% |

CITIZENSHIP -

|                    |    |     |
|--------------------|----|-----|
| American Citizens: | 56 | 82% |
| Non-Citizens       | 12 | 18% |

A 2122

TABLE 6

NUMBER OF DAYS SINCE ADMISSION IN THE NEW YORK DETENTION FACILITY

One day population sample. All men who had cards on file at the Federal Detention Headquarters, New York, on November 12, 1970. (Must be at West Street at least 2 days) i.e., Does not include those released before 2 days. The 0-1 number is an estimate based on an intake rate of 12 men per day for 1 1/2 days.)

| <u>DAYS</u>    | <u>NUMBER</u> |
|----------------|---------------|
| 0-1 .....      | 18            |
| 2-20 .....     | 77            |
| 21-40 .....    | 33            |
| 41-60 .....    | 22            |
| 61-80 .....    | 23            |
| 81-100 .....   | 13            |
| 101-120 .....  | 15            |
| 121-140 .....  | 11            |
| 141-160 .....  | 26            |
| 161-180 .....  | 9             |
| 181-200 .....  | 10            |
| 201-220 .....  | 10            |
| 221-240 .....  | 10            |
| 241-260 .....  | 4             |
| 261-280 .....  | 9             |
| 281-300 .....  | 2             |
| 301-320 .....  | 4             |
| 321-340 .....  | 8             |
| 341-360 .....  | 3             |
| Over 360 ..... | 7             |

Total = 296

Mean = 117

Days in Population

Median = 72

Days

Median days including (0-2) Estimate 65

Longest = 662

Days



A 2123

TABLE 7

IMMIGRATION DETAINEE POPULATION

Average Last 5 Years = 50 (40 in their place and 70 on contract)

High 85 (70 in their place and 15 on contract)

FY-70 Average = 82

18

Fed. Det. (West Street)

Civil Jail

4

New Jersey Contract

60

In the Immigration Detention Center

A 2124

Program Activities. The following list is intended to be suggestive rather than inclusive.

1. Sleeping
2. Eating
3. Visiting, both personal with approved family and/or friends, and official with attorneys, probation officers, and employers, etc.
4. Assistance and counselling services
5. Recreational activities
6. Self-improvement activities

Facility Requirements. The following is suggested as one possible model for a Functional Unit.

1. An entrance directly into the sleeping portion of the unit from inside the security perimeter.
2. An entrance into the activities and visiting areas from outside the security perimeter.
3. Two sleeping areas for 25 persons each with:
  - a. Individual rooms or cubicles
  - b. Each sleeping unit will have the capability of being isolated from the other
  - c. Each having independent access to the general activities, visiting, and staff offices
4. A general activities area for dining, recreation, education, etc.
5. Staff offices
6. Visiting rooms for official and personal visits



7. Water closets and showers with privacy features in each sleeping unit

8. Water closets off the general activities area.

Figure 5 outlines a suggested Normal Living Unit Program area.

## CORRECTIONAL PROGRAMS

### Introduction

As indicated in Table 3 the New York University Pilot Study showed approximately 32 percent of the New York Detention Center population as sentenced prisoners. Mostly these prisoners are there serving short sentences, waiting on appeals or other court business, waiting transfer following sentencing, and/or working to maintain the facility. Using the general rationale outlined in the introduction to this paper as a guide, it is clear that only those men serving short sentences could qualify for correctional programs.

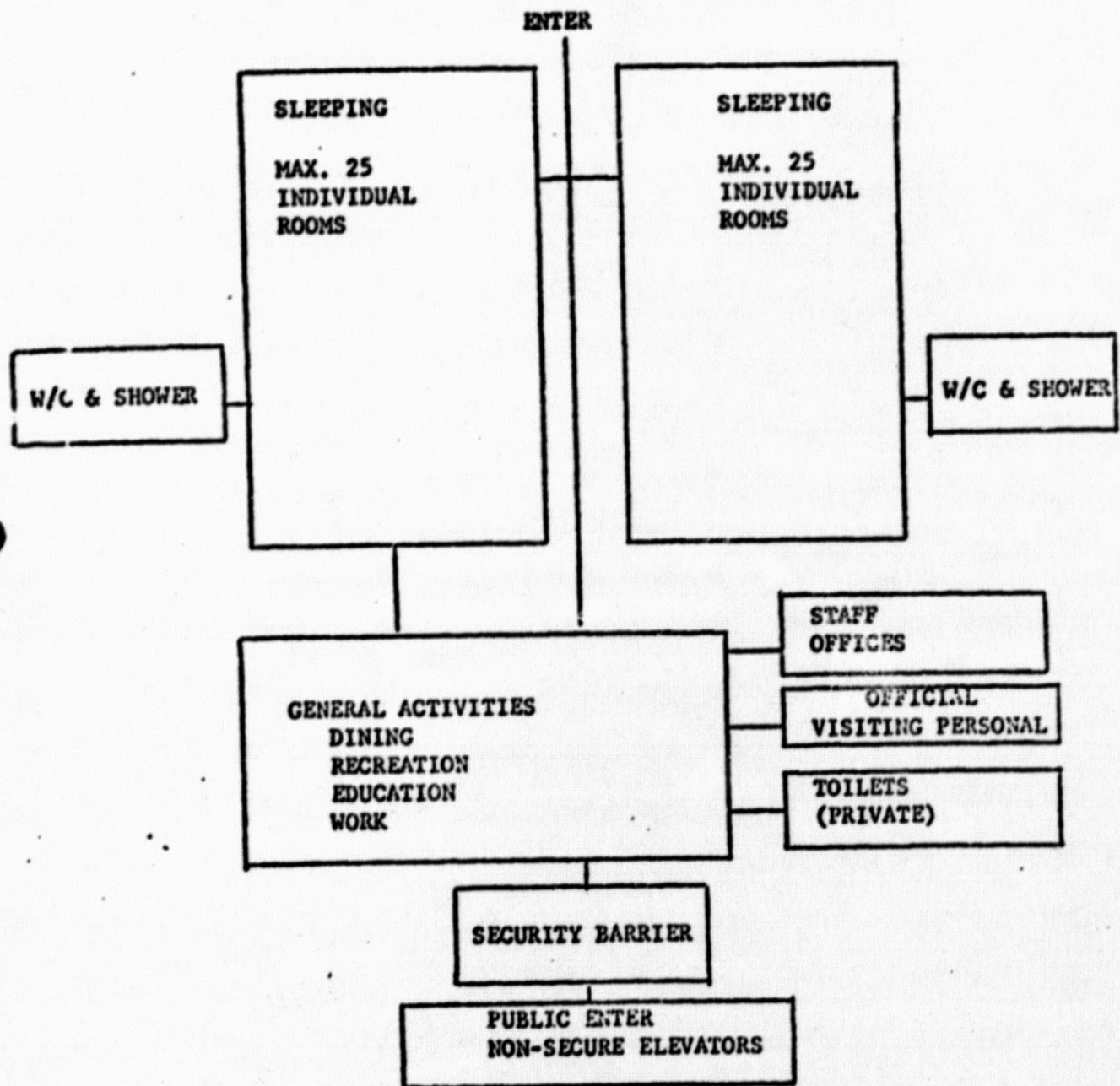
As will be outlined in the section of this proposal on Support Services, it is recommended that these services be planned to function without inmate labor eliminating this need for keeping sentenced prisoners at the MCC.

The position taken in the introduction to the MCC program is that the correctional program be given second priority to the court service program. From this at least two questions arise: One, should there be any sentenced prisoners confined at the New York Metropolitan Correctional Center? And two, if so, who should these persons be and what programs should be developed for them?

A 2126

FIGURE 5

DIAGRAMMATING ONE "TYPE" FUNCTIONAL UNIT FOR A "NORMAL LIVING PROGRAM"





A 2127

Persuing this question further with regard to persons serving short sentences: What programs, if any, are needed for persons serving no more than 90 days? And second, could these programs be conducted as well, or better, at another location, e.g., the FCI at Danbury, Connecticut or the Camp at Allenwood, Pennsylvania?

A final but related question is: In addition to those sentenced prisoner populations presently detained at the New York Detention Center, what other types of persons and/or programs should be included in the new Metropolitan Correctional Center? Three possibilities are proposed: 1. A Community Treatment Center - pre-release, 2. A Community Treatment Center, pre-confinement, and 3. An experimental unit for the development of correctional programs in urban settings.

#### Correctional Program Objectives.

To expose sentenced persons to correctional programs whose primary objective is to bring about behavioral change by eliminating anti-social behavior and increasing pro-social behavior.

#### Proposed Functional Unit Correctional Programs.

##### Pre-release CTC Program

Introduction. Pre-release assistance in Community Treatment Centers have been operated by the Bureau of Prisons for several years so that this type program is assumed familiar to everyone and will not be discussed.

A 2128

Objective.

1. Assist the "corrected" offender to re-enter the New York City community following a period of confinement and correctional treatment at a regular institution.

Program Activities.

1. Sleeping (about 50 persons)
2. Eating?
3. Employment Placement
4. Counselling
5. Free movement in and out of the MCC

Facilities Requirements.

1. As the above activities indicate in addition to a general housing area and counselor space, the primary requirement for this unit will be unrestricted access to the community.

Pre-Confinement CTC

Pre-confinement assistance in Community Treatment Centers may be a new idea to some Bureau of Prisons employees as it has yet to be operational to any degree. This type of program may be useful in planning for persons serving "short" (under 90 days) sentences, for persons confined under the new law providing for CTC assistance to parole and probation violators, and for persons on whom the court requests observation and study reports. Basically the person who needs a pre-confinement CTC program needs help more than confinement.

Objective.

1. To provide short-term "crisis intervention" services for men



## A 2129

serving very short sentences, observation and study cases, men receiving probation who are without resources, and probation and parole violators.

1. Sleeping (about 50 persons)
2. Eating?
3. Employment Placement
4. Social Service Referral
5. Counselling

### Facilities Requirements.

1. General living area (about 50 persons)
2. Counsellor's Office
3. Unrestrictive access to the community

### Experimental Unit for the Development of Urban Correctional Programs

Introduction. The need for this experimental program originates in the "ten year plan" which proposes construction of several "Community Correctional Centers" in the major urban areas of the country. Generally these CCC facilities are conceived as being relatively small, one hundred in population, located in the metropolitan area, and emphasizing in-house programs rather than security. The maximum period of confinement planned is twelve months. An experimental unit in the MCC could begin to develop program procedures, facilities requirements, and staff requirements, related to establishing the proposed CCC facilities.

### Objectives.

1. To provide information and program designs related to the establishment of future proposed CCC programs.

Program Activities.

- |               |                       |
|---------------|-----------------------|
| 1. Sleeping   | 5. Counselling        |
| 2. Eating     | 6. Visiting           |
| 3. Recreation | 7. Volunteer Programs |
| 4. Education  | 8. Data Collection    |

Facilities Requirements.

1. General sleeping area (about 50 persons)
2. A sizeable general activity area which features portable walls so that it may be divided easily as program requirements change.
3. Offices for staff
4. Rooms for private visits
5. Uncomplicated movement in and out of the MCC

Some Discussion Related to CTC Programs.

The main advantages appear to be:

1. Rented space for CTC programs is very scarce and expensive in New York City. Placing a CTC in the MCC would help solve the space problem.
2. By being in the MCC all required support services, i.e., medical, food, etc., could be easily provided.
3. CTC is a significant portion of the Metropolitan Correctional Center "Concept."

The main disadvantages appear to be:

1. That by being physically located in the MCC there will be an over-emphasis on security procedures at the expense of program procedures.



A 2131

2. The proposed site is located in a poor area for CTC operation.
3. The space in the MCC could better be used for court related programs.

A 2132

SUPPORT SERVICES

Introduction

In this section are considered all services required to maintain the actual building and provide for the basic physical needs of the people housed there. Details on how or where these services should be provided have not been developed beyond basic principles. Therefore, the following discussion will consist primarily of general recommendations, where some possible alternate operational solutions, and/or identification of program areas requiring more detailed investigation.

General Objective

Provide basic support services for the MCC that are not dependent upon detainee or inmate labor.

Food Preparation

As indicated in the discussion of the functional unit, dining will be decentralized and conducted within the functional unit. However, this leaves several alternatives open for the preparation of the food. There is general agreement that to some extent convenience foods should be used wherever possible in the MCC. However, there is a wide range of convenience foods from one extreme which is the "TV-dinner" on the prepared end, to pre-cut meats and vegetables which require cooking, on the other hand. Preliminary discussion with the Bureau of Prisons' food service experts indicate this is an extremely complex problem. Therefore, it is recommended that a detailed investigation be made prior to any final decision in this area.



A 2133

Laundry Services

The present New York Detention Center has recently discontinued using its own laundry. It appears that laundry services particularly lend themselves to being done away from the Detention facility. In line with the support services objective to provide service without using detainee, or inmate, help we recommend that a laundry not be included in the new MCC. At least two alternatives for providing this service via a contract are: One, contract all laundry to be done by a commercial firm in New York City, or two, ship the laundry to the FCI at Danbury, Connecticut as is presently being done by the New York Detention Center.

Warehouse

The warehouse should be located outside the security perimeter but with easy access to a receiving dock and entrance into the secure portion of the MCC. Generally, the warehouse should include for laundry collection and distribution, food storage, general supplies and a commissary. (Actual commissary sales could be made within the functional unit from a cart) *or from a small "caset"*

General Maintenance

2 { Most daily maintenance and minor repairs will be provided by Bureau of Prisons employees hired for this purpose. More technical types of maintenance could be performed on a contract basis.

Suggested for the general cleaning of the institution is that wage rates be established and these jobs used as a means to provide funds to detainees without money or community resources.

*Some sentenced <sup>392</sup>prisoners might be used in routine maintenance work.*

MANAGEMENTIntroduction

The main issue here relating management to architecture is the question: Which managers' offices should be located where? The following discussion addresses itself to one, should the offices for the Director of the North East Region be located physically within the MCC facility? And two, to what extent should the MCC administrative staff be located in a separate administrative section within the MCC?

Regional Director's Offices

The MCC concept in its original formation includes offices for a regional manager. Placing the North East Regional Offices in the MCC would have the advantage of "rounding out" the idea of a "total" multi-purpose multi-level correctional center.

Regional Director Office Objectives - Not yet defined

Regional Director Office Activities - Not yet defined

Regional Director Office Facilities Requirements - Cannot be described until activities are defined

MCC Administrative Staff. The basic position here is that to the extent possible all program managers should be located throughout the MCC facility as near to the programs which they manage as is possible. The exact numbers and locations for these managers can only be determined following some decisions regarding the overall staffing pattern.



GENERAL IMPLICATIONSIntroduction

The intent of this section is to explore, in a preliminary fashion, some general implications for architectural design which have been neglected in the foregoing discussion of MCC programs. And second, to suggest some possible relationships between the programs outlined in this proposal and the organizational structure, or staffing pattern, that will eventually implement the programs at the MCC.

Architectural Implications

Security Construction. The safest position, and one often taken, is to build close security housing for most of the confinement facility. Unfortunately, maximum security housing has at least the following disadvantages. First, it is extremely expensive to construct and maintain. Second, it is restrictive and makes staff movement within the facility both tedious and time consuming. Third, maximum security construction also makes the operation of most "treatment" programs difficult.

In exploring the question of security construction beyond the "absolute" safe position, most experienced custodians point out only a relative few persons confined actually need maximum security housing; and further, that some persons detained actually need no security housing at all. Therefore, given the disadvantages of maximum security construction for program operation, the pertinent questions are: What kinds of security construction do we need? How can the required security be related to "treatment programs?" How much of each type do we need?

## A 2136

This discussion is directed at the construction of the functional units where the "normal living programs" will go on. Figure 5 shows a diagrammatic of one suggested unit. Referring to Figure 5 please note that there is one entrance into the unit from within the security perimeter and one entrance into the unit from outside the security perimeter. Using this basic model one could delineate three levels of security construction.

A maximum security unit, featuring individually secure rooms equipped with water closets, TV cable jacks, and other items as required, could be constructed with only one entrance from within the security perimeter. This unit would also feature visiting areas that could be closely supervised.

A second version of this basic unit would feature individual rooms or cubicles, with or without water closets, TV cable jacks, etc. This unit would be built within the secure perimeter of the facility but would not feature maximum security hardware within the unit itself. The important thing about this unit would be the entrances to both the security portion of the facility and to the "open" or non-secure portion of the facility. Thus, by locking the entrance leading into the secure portion of the MCC, this unit could be operated as an open unit; or, by locking the entrance to the open portion of the MCC, this unit could be operated as a medium security unit; or, by using both entrances it could accomodate various types of programs utilizing volunteers or uncomplicated "open" visiting for medium secure programs.



A 2137

A third type of construction based on this general design would feature "non-secure" construction. The general construction format would be the same as hotel construction with no consideration for security precautions. (May use cubicles in place of rooms)

How would these units relate to programs discussed earlier? It is the Task Force's opinion that if the functional unit design is followed, and if sufficient variation in security construction to include some "open" units, that the MCC will have sufficient flexibility to accomodate programs to meet the needs of most persons confined there. For example, the open type unit could be used to house short-term (60-90 days) sentenced prisoners, Immigration Service detainees (which require little or no security), or a CCC experimental program or a CTC program.

The last, and most difficult question is: How much of each type to construct? Unfortunately, there is very little objective information on which to base a prediction about the needs of the 1975 population with regard to external control, or security. There are some indications of the present need for external control of prisoners listed in Tables 3, 4 and 7. Figure 6 is a worksheet used to estimate the amount of security presently required, and from these estimates project future security needs. The results are displayed in Figure 7 which shows some distributions of security construction in both numbers and total percent with regard to the relative risk of "underbuilding" maximum security construction.

**A 2138**  
**FIGURE 6**

**WORKSHEET USED TO ESTIMATE AMOUNT OF SECURITY CONSTRUCTION**

| TYPE HOUSING     | CRIMINAL HISTORY                                                                                                                                                            | LEGAL STATUS                                                                                                                                               | STAFF RECEPTION                                  | AVERAGE                     |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-----------------------------|
| CONSTRUCTION     |                                                                                                                                                                             |                                                                                                                                                            |                                                  | PERCENT                     |
| High Control     | Prior Sentence to a Correctional Institution<br>1/2 25% = 13%<br>-----<br>Over 4 Felony Commitment = 41%                                                                    | Charged with Bank Robbery = 16%<br>-----<br>Detainers Pending 1/2 16% = 8%<br>Previous Flight to Avoid Prosecution 1/2 8% = 4%                             | Cell Assignment Maximum = 9%<br>Segregation = 9% | (N=7)<br>14%<br>+ 7%<br>21% |
| Some Control     | Never Sentenced to a Correctional Institution<br>1/2 47% = 24%<br>-----<br>Prior Sentence to Correctional Institution 1/2 25% = 12%<br>1 to 3 Prior Felony Commitment = 24% | Charged with Offense Against Property = 18%<br>Narcotics = 31%<br>-----<br>Detainer Pend. 1/2 16% = 8%<br>Previous Flight to Avoid Prosecution 1/2 8% = 4% | Cell Assignment Reg. Cell<br>1/2 81% = 41%       | (N=8)<br>20%<br>+10%<br>30% |
| Supervision Only | Never Arrested 28%<br>Never Sentenced to a Correctional Institution<br>1/2 47% = 23%<br>-----<br>No Prior Felony = 35%                                                      | Charged with Parole Violation = 13%<br>Forgery 10%<br>-----<br>No Detainers<br>Flight to Avoid Prosecution 75%<br>Escapes<br>Parole Violation              | Cell Assignment Reg. Cell<br>1/2 81% = 40%       | (N=7)<br>32%<br>+17%<br>49% |

\*Total Average Percent = 66%    Remaining 35% Total \*66%  
Adj. Total \*100%

|                  | From Above | Based On 275 Popl. (Table 1) | Add | Est. Female (15) | Proposed Immig. (75) | Total | Add 25% Inc. Eff. | Total | Only 364 Available, Must Give Up 93 Beds<br>Least    Mod.    Most |         |         |
|------------------|------------|------------------------------|-----|------------------|----------------------|-------|-------------------|-------|-------------------------------------------------------------------|---------|---------|
| High Control     | 21%        | 58                           | +   | 2                | 4 =                  | 64    | 16                | 80    | -0=80                                                             | -13=67  | -30=50  |
| Some Control     | 30%        | 83                           | +   | 4                | 8 =                  | 95    | 24                | 119   | -0=119                                                            | -40=79  | -43=74  |
| Supervision Only | 49%        | 134                          | +   | 9                | 63 =                 | 206   | 52                | 258   | -93=165                                                           | -40=125 | -70=100 |
| Total            | 100%       | 275                          | +   | 15               | 75 =                 | 365   | 92                | 457   | -93=364                                                           | -53=311 | -92=219 |



## A 2139

It is the consensus of the Bureau of Prisons top level staff and the Director's decision that the security to be built according to the "Least Risk" column in Figure 7, i.e., "Maximum Security" = 80 beds, or 22%; "Medium Security" = 119 beds, or 33%; "Minimum Security" (supervision only) 165 beds, or 45%.

Centralized Recreation. In the original MCC proposal there are provisions for a gymnasium and other centralized recreation. As outlined in the functional unit concept each unit would contain a small general purpose area which would be used for activities. Table 8 which gives the length of stay taken from the DJ 100 data (1966), and Table 6 which gives number of days since admission in the New York Detention facility (1970) indicate that most persons will be in the MCC facility less than 60 days. For this group there seems little need to waste valuable space and construction costs on a full-scale gymnasium. For the smaller group, which remains longer than 60 days, a functional unit team can address itself specifically to special recreational activities for persons.

Regarding recreation, probably the most economical and easily distributed form of recreation is commercial TV. Also, technology with regard to cable TV is rapidly advancing and soon many types of educational and specialty programs should be available. We, therefore, recommend that the MCC facility be liberally endowed with TV capability. Jacks should be placed in ~~all individual rooms and~~ activity areas.

In and Out Traffic. As indicated earlier there should be a public entrance, and entrance for the delivery and reception of detainees and

A 2140

FIGURE 7

ALTERNATIVE AMOUNTS OF SECURITY BASED ON  
"RISK" TO UNDERBUILD MAXIMUM SECURITY HOUSING (TAKEN FROM FIGURE 6)

| TYPE<br>CONSTR.  | LEAST RISK      |         | MODERATE RISK   |         | MOST RISK       |         |
|------------------|-----------------|---------|-----------------|---------|-----------------|---------|
|                  | NUMBER<br>(364) | PERCENT | NUMBER<br>(364) | PERCENT | NUMBER<br>(364) | PERCENT |
| High<br>Control  | 80              | 22%     | 67              | 18%     | 50              | 14%     |
| Some<br>Control  | 119             | 33%     | 79              | 22%     | 76              | 21%     |
| Super-<br>vision | 165             | 45%     | 218             | 60%     | 238             | 65%     |
| Total            | 364             | 100%    | 364             | 100%    | 364             | 100%    |



A 2141

TABLE 8

LENGTH OF DETENTION AT "WEST STREET," DJ-100  
DATA, 1966. (HALL, REIS: WEST STREET 1966)  
AND NYU ONE DAY SAMPLE

| DAYS    | NUMBER OF<br>MEN | PER-<br>CENT | NYU PERCENT |
|---------|------------------|--------------|-------------|
| 0-20    | 507              | 56%          | 26%         |
| 21-40   | 153              | 17%          | 11%         |
| 41-60   | 106              | 12%          | 07%         |
| Over 60 | 144              | 16%          | 55%         |

an exit to and from court. Most correctional facilities feature a control center. In place of the traditional control center we recommend a reception desk in the public lobby which would also serve as the communications center. The receptionist would greet visitors, provide information, and handle switchboard communications. With the receptionist outside the security perimeter only those persons having official business within the secure portion of the MCC would be required, or allowed to enter. This would allow visitors, volunteers, or any other persons using or visiting the "open" portions of the MCC to move freely in and out of the MCC.

Staff Areas. Non-program functions relating to staff are parking, officer's lounge, and officer's dining. With regard to parking we highly recommend that sufficient parking be supplied for "all" staff - possibly under the MCC. Regarding the officer's lounge and officer's dining room, we recommend the MCC have neither. In place of these two separate functions we recommend a general staff lounge for all staff, ~~with~~ <sup>with</sup> ~~officer's lounge and officer's dining room~~. Staff members who wish to bring their lunch could eat them in this room. <sup>and</sup> ~~possibly vending machines could be included, or if they wish a hot meal, they could go to a restaurant like anyone else in New York City.~~

Staff areas directly related to programs are conference rooms, training rooms, and work location (offices). We recommend a small conference room in the administrative section close to the Director's Office. We recommend that the Regional Director's Office (regardless of its location) include a large training room. This training room could be used for MCC training that requires special facilities. As indicated in the functional unit design, most staff offices will be



located throughout the entire MCC in the same areas where the prisoner programs are being conducted. Specifically, this means that there will be no offices in the administrative section for caseworkers or custodial supervisors. As a general principle, we recommend that wherever possible offices be located in the area where the programs being supervised are located.

Organizational Structure. The specific organizational structure cannot be fully delineated from the foregoing program description. However, the functional unit concept does lend itself to a decentralized system of management which emphasizes the use of "teams" and lines of authority along functional dimensions rather than specialty groupings, i.e., caseworkers or correctional officers, or departments organized along specialty lines. A rough diagrammatic of these two types of staff organization is outlined in Figure 8.

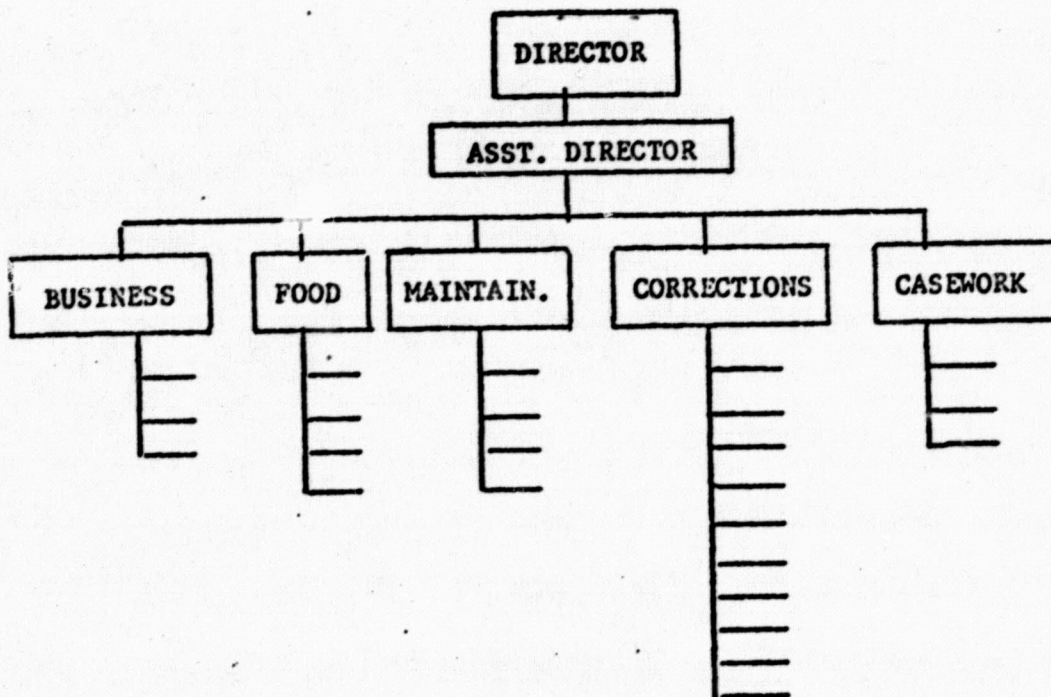
The main advantage to the "team" concept as it relates to the functional unit is that it allows several types of "specialists," the team, to approach an individual's needs with a unified perspective. Under the specialty type organization communication often breaks down between departments causing the confined person to receive his program in "fragmented" bits which are often poorly coordinated. A second advantage to the proposed staffing around functional units is that staff members identify heavily with their own organizational unit. When this happens in a program organized along specialty groupings, the specialized departments tend to work "against" one another rather than in cooperation even though they are all involved in the same

A 2144

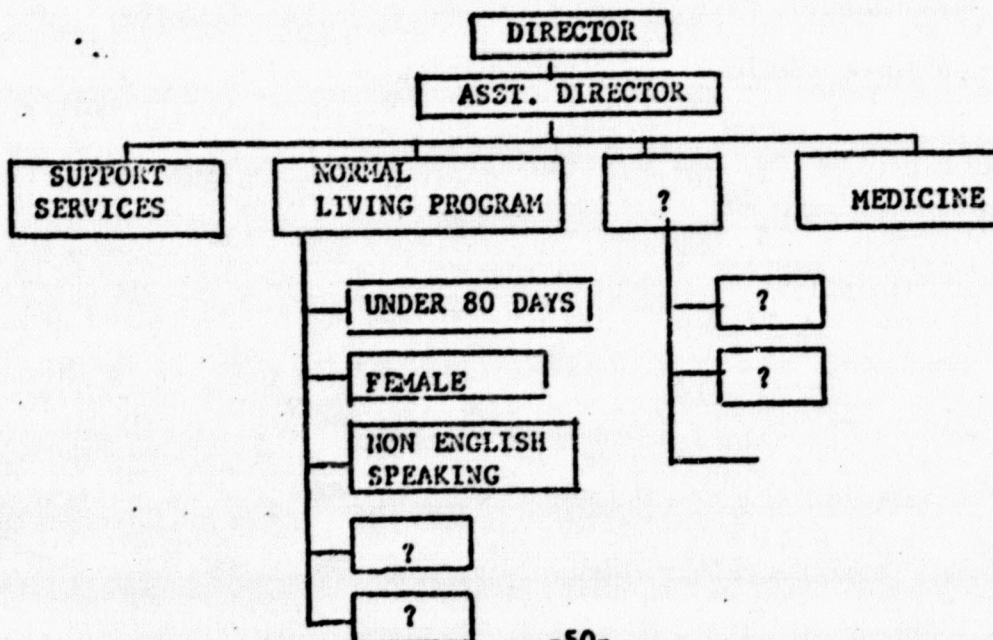
FIGURE 8

DIAGRAMMATIC OF TWO STAFFING PATTERNS

MOST COMMON  
PRESENT STAFFING



PROPOSED  
STAFF





A 2145

total program. When this happens and staff are organized around functional programs the programs retain their continuity.

This presentation of a proposed staffing is admittedly sketchy and is included primarily to point out one possible alternative to the usual staffing pattern and the need for an intense evaluation following the adaptation of the specific program for the MCC.

FOOTNOTES

- Footnote 1: Federal offenders in the United States District Courts, 1968, (Charts 1 and 2).
- Footnote 2: Hall, Reis and Schmidt, Annie - "Problems of a Prisoner Population", Bureau of Prisons, Washington, D. C.
- Footnote 3: The estimated daily intake 16, remaining 24 to 48 hours 8, remaining 48 to 72 hours 1 = total beds required 25
- Footnote 4: Hall, Reis (Same as #2) and New York University Pilot Study, 1970, Bureau of Prisons, Washington, D. C.
- Footnote 5: The basic procedure used in Figure 6 was to pull out of Tables 3 and 4 some variables which might relate to a person's need for external control. After listing these variables and their relative proportion from the samples from which the information was taken and average percent of each was calculated. These average percents were then applied to the total population number (275, Table 1). Then added to this figure were estimated females now on contract, proposed immigration population and a projected 25 percent increase in population. The result in total was 457 beds required (without any CTC or CCC program consideration) which is 93 beds more than the 364 beds already submitted to the Bureau of the Budget. The remainder of the worksheet lists three alternative plans for reducing the number of planned beds to the budgeted figure.
- Footnote 6: Referring to Figures 6 and 7 it is interesting to note that the 14 percent high control and 21 percent some control listed in the most risk column are almost identical with the 14 and 20 percent figures extracted for these needs from Tables 2 and 3 and presented in Figure 6. What appears to have happened in projecting the effect of adding females and immigration cases to the population is a significant increase in the need for "open" housing construction. Also, it is worth noting that should the Immigration decide to continue detaining their own prisoners, the "open" housing unit would be ideal construction for any of the proposed sentenced prisoner programs.
- Footnote 7: Hall, Reis H., West Street, Bureau of Prisons, Washington, D. C., 1968.



A 2147

NEW YORK DETENTION HEADQUARTERS POPULATION CHARACTERISTICSAGE GROUPS

Present population  
Average age  
17 to 25 years  
25 and over

NUMBERS AND PERCENTAGES

275 offenders  
33 years  
71.5 offenders or 26%  
203.5 offenders or 74%

RACE

Caucasian  
Negro  
Hispanic  
Other races

124.9 offenders or 45.4%  
89.1 offenders or 32.4%  
52.8 offenders or 19.2%  
8.3 offenders or 3.0%

LEGAL STATUS

Pretrial  
Sentenced

239 offenders or 86.9%  
36 offenders or 13.1%

NATURE OF CHARGES

Narcotics  
Bank robbery  
Crimes involving property (interstate  
transportation of forged documents)  
Parole violators  
Forgery  
Firearms act  
Other crimes

84.7 offenders or 30.8%  
44.6 offenders or 16.2%  
48.4 offenders or 17.6%  
36.3 offenders or 13.2%  
28.3 offenders or 10.3%  
8.3 offenders or 3.0%  
24.7 offenders or 8.9%

RESIDENCE AT TIME OF ARREST

New York residents  
Other

206.25 offenders or 75.0%  
68.75 offenders or 25.0%

MARITAL STATUS

Married  
Single  
Common law  
Separated  
Divorced

129.3 offenders or 47.0%  
64.6 offenders or 23.5%  
28.3 offenders or 10.5%  
24.2 offenders or 8.5%  
28.6 offenders or 10.5%

RX-DDD

G.R. 1472

A 2148

File 207

(Z.)

FINAL OUTLINE OF ARCHITECTURAL  
REQUIREMENTS FOR THE MANHATTAN  
METROPOLITAN CORRECTION CENTER  
OF THE  
FOLEY SQUARE COURT HOUSE ANNEX

APRIL 23, 1971

U.S. BUREAU OF PRISONS  
DEPARTMENT OF JUSTICE

PUBLIC BUILDING SERVICES  
GENERAL SERVICES ADMINISTRATION

RX-DDD

GRADZIN &  
PARTNERS

ARCHITECTS  
PLANNERS

1700 BROADWAY  
NEW YORK, N. Y. 10019  
AREA 212 582-7040  
24 COMMERCE STREET

CONTRACT NO. GS-028-16,291  
PROJECT NO. 31-0323  
PART "A"

J-1077

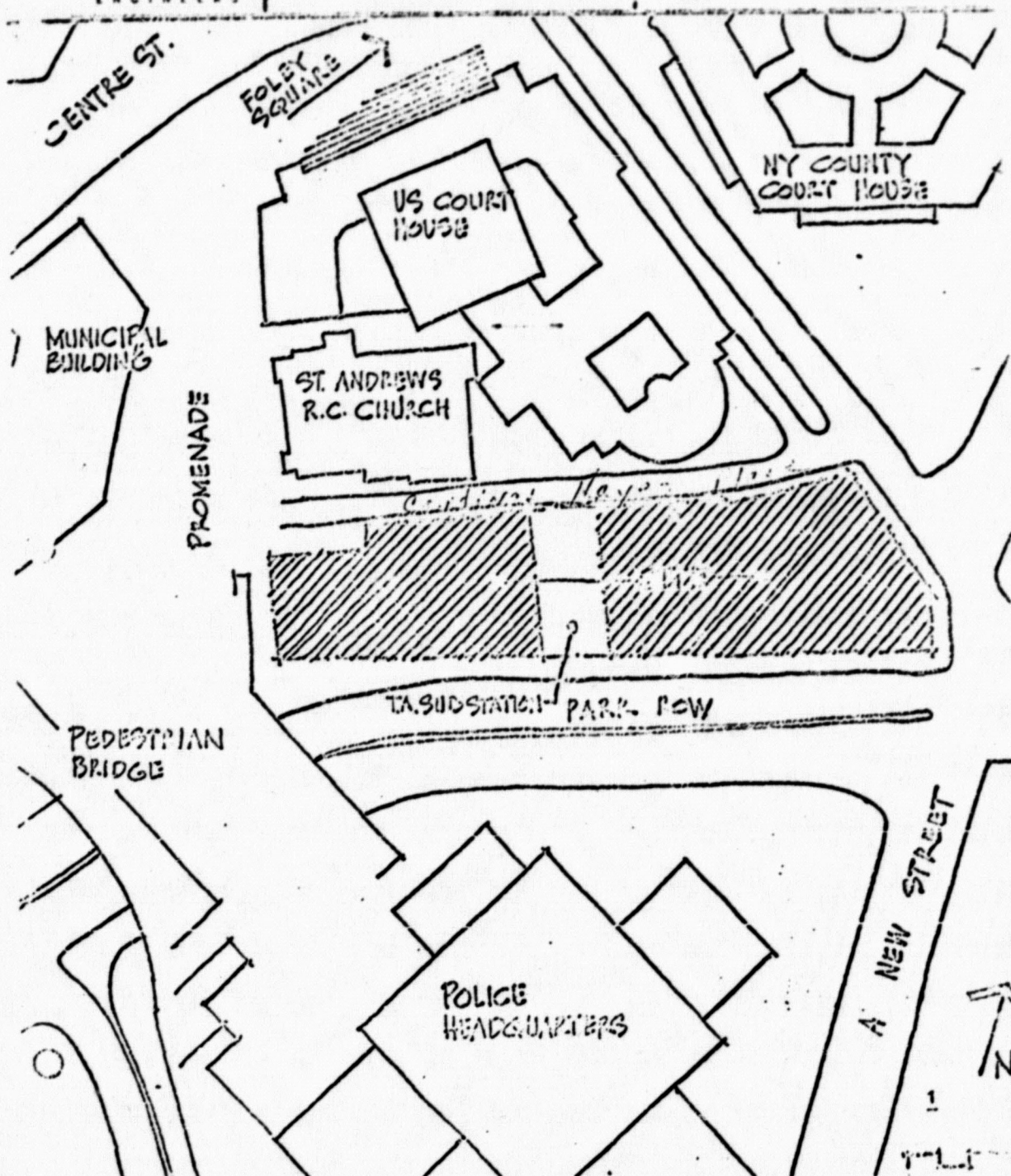


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CRUTCHFIELD  
ARCHITECTS  
PLANNERS  
ENGINEERS

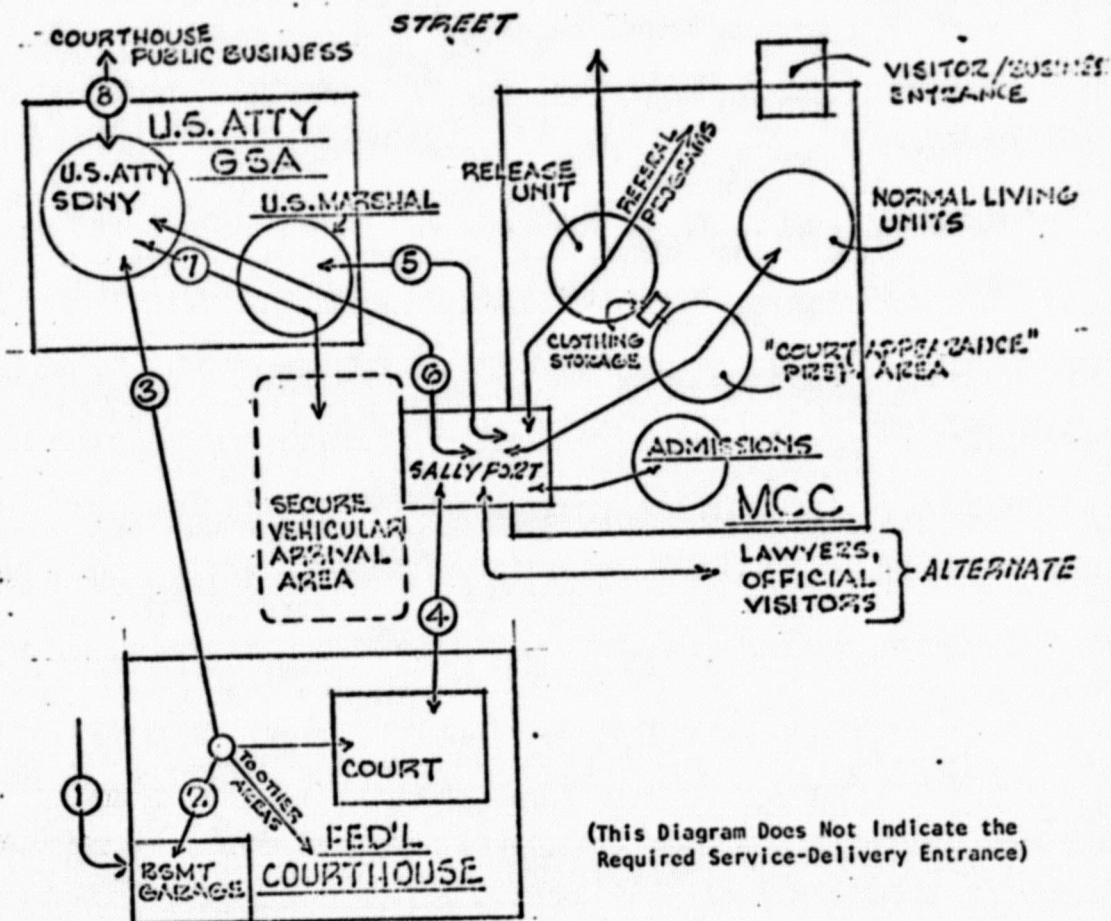
FOLEY SQUARE COURTHOUSE ANNEX  
METROPOLITAN CORRECTION CENTER  
FOR THE  
GENERAL SERVICES ADMINISTRATION

GS-028-16,291  
Project No. 31-0323 A 2150  
SITE PLAN  
J-1077 23 April 1971





FOLEY SQ. COURTHOUSE/COURTHOUSE ANNEX INTERRELATIONSHIP



1. Existing vehicular ramp to basement garage
2. Possible connection to new U. S. Attorney passage via existing elevators and corridors
3. Multi-(person) classification passage, Courtroom Atty's, Fed. Agents, Witnesses, Informers, Exhibit material, documents, detainees etc.
4. Detainee/U. S. Marshal
5. U. S. Marshal to "Court Appearance Unit" within MCC
6. Arresting Agent/Detainee (If detainee held at MCC prior to arraignment)/ U. S. Marshal
7. Arresting Agent/Detainee (Court In-Session)
8. Suggested public entrance to U.S. Attorney Offices

INTRODUCTION

The construction of a METROPOLITAN CORRECTION CENTER for the Federal Bureau of Prisons, to which this Program is directed, is designed to replace and relocate the present Federal Detention Headquarters located on West Street in Greenwich Village, New York City and to supplement the existing Community Treatment Center Program.

The existing detention facility, housing detainees awaiting trial at Foley Square was converted 39 years ago from an even older auto garage. This fact only begins to indicate its physical, psychological and correctional inadequacies and obvious need for replacement.

Site and Interrelationship of the MCC with Adjacent Facilities:

The MCC is one of two facilities contemplated for a site situated adjacent to and east of the existing Federal Court House at Foley Square. Its sister facility is primarily an office building which will house the offices of the United States Attorney, Southern District New York, the Justice Department's "Strike Force" and the U.S. Marshal. Although this office building is a separate program it has a relationship with the MCC which will be explained later in the text.

Because the site is bisected by an existing NYC Transit Authority electrical substation the two facilities will most likely be two separated multi-story buildings each occupying its own portion of the site.

*Concept studies should include an all-in-one of "bridging" to substation and/or integrated design for "fill in" situation in the future.*



Both facilities will connect physically with the neighboring Court House and, if possible, with each other.

The MCC is contemplating as a multi-story structure serviced vertically by a system of "secure" and "non-secure" <sup>(the latter for the courts)</sup> elevator banks and protecting the outside world by the device of controlled sally ports at the Security Perimeter. A few sections of the MCC will be outside the Security Perimeter as later detailed in this program. *check this*

Concept:

Planning for the New Metropolitan Complex is based on the premise that pre-trial detainees, being presumed innocent, should not be submitted to any restrictions beyond those justified by the specific purpose of their detention, that is, to guarantee their appearance in court at the day and hour of hearing or trial.

While a person is detained the government is obliged to care for him and to protect him against dangers to his personal rights. These duties extend not only to proper feeding, clothing and health care, but also to treatment according to general American standards of decency and the full protection of his human rights.

Even though he may be dismissed on the current charge, the detainee often is a person with a high potential for becoming a criminal? *?*

By using the opportunity presented through his contact with the

Metropolitan Correctional Center to analyze his needs, and to direct him to the proper community agencies for assistance, the MCC can serve as a preventative weapon in the war on crime. The increased requirements by the courts for more complete and accurate information upon which to base the sentencing of individuals indicates there will be an increase in the number and quality of pre-trial and pre-sentence observation and study reports requested by the Federal Courts. Thus by providing this service and information the MCC can assist the U.S. Court in processing cases more efficiently.

#### THE FUNCTIONAL UNIT CONCEPT

##### Introduction:

In order to place the MCC units outlined in the remainder of this building program in proper perspective it is necessary to explain the concept of the "Functional Unit". The Functional Unit is located in a physical space specifically designed to facilitate a planned program. The Functional Unit operates independently to the extent that the staff, or team, assigned to the unit are responsible for planning, implementation, and maintenance of that program. Coordination between Functional Unit Programs is accomplished by the higher level managers who insure that Functional Unit Program objectives and operations are in congruence with the MCC program objectives. It is important to understand that all activities and services for detained persons will, whenever possible, be provided directly in the unit where these persons are billeted. Some basic activities are: counselling service, assistance



## A 2155

with outside affairs, dining, recreation and/or education activities, work, and visiting, both personal and official.

The Functional Unit concept will insure services and programs in close proximity to the users and provide physical control over the prisoners with a minimum of effort by maintaining inmates in relatively small independent groups.

The independent nature of the Functional Unit permits relatively simple program alteration. As the population characteristics change, and need requirements change, Functional Unit programs may be individually altered, removed or added with minimum disturbance to the basic organization.

Functional Unit programs lend themselves to differential allocation of specific resources; both staff energies and physical plant. For example, some persons may require closely supervised visiting with special facilities and specially trained staff while others may require little supervision and no special facilities.

The Functional Units contained within the Metropolitan Community <sup>Center</sup> are listed below :

1. ADMISSIONS

Admissions Program

Releasing Program

Court Appearance Program

2. NORMAL LIVING UNITS

*Functional*  
Each Normal Living Unit will have provisions for housing

detainees in three categories of security i.e. *Low, medium* ~~High Control~~,

*and minor*  
~~Medium Control~~, and Supervision only. *except*

3. MEDICAL

Diagnostic

Clinic

Psychiatric

Detoxification

Infirmary

4. ADMINISTRATION

Management

MCC Administration

5. SUPPORT SERVICES

Food Service

Laundry\*

Warehouse

Maintenance

The following facilities are also included in the MCC program but they are to be located outside the Security Perimeter:

~~1. REGIONAL DIRECTORS OFFICES~~

~~2. VISITING STAFF QUARTERS~~

3. COMMUNITY TREATMENT CENTER

~~The CTC is a Functional Unit completely separated from the operations and security aspects of the MCC.~~



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ADMISSIONS UNIT

The largest volume of detainees (275<sup>+</sup> per month) to be processed through the MCC will be programmed here. Since 50% of the entrants will have their only contact with the MCC through the Admissions unit, all services provided to them will be provided in this unit.

A. ASSISTANCE & ASSURANCE:

To many this will be their first introduction to a correctional institution. The experience is a frightening one; therefore, assistance and assurance will begin here. Most men (and women) are unexpected detainees and have need for their family or friends to be informed of their circumstances. Most devastated are those whose families have no phones, when they are from out-of-town or from foreign countries. During the period of initial identification and processing the entrant will have an opportunity to telephone family and community. Family/job/community crises may also be circumvented through the intervention of caseworkers and social service agencies. Staff, caseworker, and social service offices and conference rooms also are provided to meet these needs.

B. INMATE IDENTIFICATION & CLASSIFICATION:

In addition to the basic procedures of photographing, fingerprinting, and criminal record data retrieval, the identification process, through extended interviews and psychological and medical screening will provide:

- a. Help to the court in making decisions pursuant to the detainee's status (mental and physical health, criminal, non-criminal, escape risk, etc.) and assignment.
- b. Help to the MCC managers in determining the detainee's physical, mental and control needs.
- c. Accurate, quantified information, to the MCC managers that describes the traffic flow, characteristics and needs of the current incoming population.

C. INITIAL ENTRY & DETAINEE PROCESSING:

1. ADMITTANCE:

Detainees first enter the MCC under the charge of either Federal agents or the U.S. Marshal.

When the adjacent court is not-in-session, the detainee will be left at the MCC by a Federal Agent for "safe keeping" until arraignment can be effected.

~~When court is in-session the detainee will be brought to the admission unit by a U.S. Marshal only after arraignment. (At )~~



A 2159

*Kingler says let's discuss in depth*  
present a duplication of some identification functions, as well as detention cells, exists within the programs for the proposed adjacent U.S. Marshals' facility. This possible conflict can be resolved in planning of the adjacent U.S. Attorney/GSA building).

The detainee should be logged in by the Records Officer and the responsible officer, marshal or agent, who has brought him to the Center, should then relinquish his custodial responsibility and should fill out the required information forms. This information should include all the presently available data, observations and circumstances pertaining to the accused which has a bearing on his custodial and service needs. Whenever the accused is a man who has been committed by the courts, the officer, with the courts' cooperation should have an accompanying folder containing all ROR verification and arraignment forms already completed.

The inmate should next be sent to the Holding Room where he will stay until he can be interviewed. The information forms which have been prepared by the Records Officer should be added to the accompanying folder and sent immediately to the Intake Officer.

A 2160

2. SEQUENTIAL STEPS IN INITIAL PROCESSING OF ENTRANT:

a. Detainee placed in a Dressing Room pending processing where he may be advised of his rights and informed of what he might expect during his stay in the MCC.

b. Civilian clothing is next exchanged for institutional *clothing* (a supply of which is kept readily available in the dressing room). The problem of contraband in the present Detention Headquarters makes this mandatory.

*Staff* members remove the street clothing to the clothing and effects storage room *language*

If the detainee's clothing is "unpresentable" for court appearance, it can be cleaned on an emergency basis in a small launderette section provided for this purpose.

c. Shower and toilet facilities are made available if required.

d. Telephone availability: At this point in the processing sequence the detainee will be allowed access to public telephones conveniently located in the processing area.

e. Medical examination: Unless the entrant is in need of genuine and immediate medical attention and is required to go to the Medical Unit outside of Admissions, this function consists of a written medical history recorded



by a Medical Technical Assistant (MTA) in an available general use office or interview room. Accessibility to the Medical Unit is a requirement here. The psychologist whose home base is in the Medical Unit will also be available to the Admissions program.

- f. Identification (and Classification): The detainee is interviewed, photographed, and finger printed, and the dossier compiled by the Court, arresting officer or Marshal is examined. Use is made of the computer terminal, communications apparatus and data retrieval equipment and facilities in order to determine if other agencies or institutions have information pursuant to the detainee. On the basis of the assessment of information gathered in the above process the Intake Officer evaluates the detainee and decides on an appropriate assignment.

*unit*

Continued

*Seymour is most  
interested in VERIT-  
exchange of info re:  
ROR*

A 2162

- For Service.*
- g. FEEDING: If it has been determined that the detainee has not eaten in some time or has missed a meal during the normal processing period (sometimes up to two hours) he is entitled to ~~be fed~~. *(...)* This act could well take place in this unit's Housing section All Purpose Room.
- h. COUNSELING WAITING: After identification processing the detainee is escorted to a waiting/holding room to await the counseling staff's services.

The operations noted under Steps a.) through f.) above are naturally interrelated and should occur, therefore, in the same general area.

A barber chair and sink facility will be provided in the area for the purpose of haircutting and/or shaving if detainee's need so dicatates.

D. STAFF & COUNSELING:

At the conclusion of the initial processing procedure, assistance is again made available to the detainee. The only recourse a detainee has in terms of need fulfillment is to communicate with someone who can listen, understand, and respond appropriately.

It is vital, therefore, that at time of admission each detainee

be assigned a social worker who can be perceived as an advocate *(an advocate)* a concerned party. The social worker will review

the prisoner's records and the Intake Officer's notes.



A:2163

The social worker's function and approach should be as non-custodial in feeling as the demands of the situation will allow. He will respond to all questions and concerns of the inmate and clarify the rules and regulations he needs to be familiar with. Most importantly, the social worker will explore the needs for immediate intervention in the inmate's behalf and determine whether or not his basic civil rights of phone calls and legal counsel have been provided. If, furthermore, due to his own observation or the inmate's sharing of additional information with him, the social worker disagrees with the Intake Officer's <sup>room/ward</sup> cell assignment, the social worker would be able to negotiate this matter with him with a view toward a re-assignment.

Since Admissions is a functional unit, the Program Managers (Admissions Staff) will also have their own offices in this unit. Housekeeping, storage, toilets, and ancillary rooms are required throughout the unit.

E. LIVING AREA:

In this unit all rooms will be secure single rooms that contain their own private toilet/lavatory facility. A telephone jack will be provided between each room on the outside wall (when needed the phone can be handed into the room by a staff member).

(See Normal Living Units section for notes on the classification of Detainees. Since all detainees in Admissions occupy single rooms the considerations of Supervision and Hardware make

segregation by classification less of a problem. Also see Normal Living Units for General Activity Space functions indicated in the Space Directive for the Admissions Unit.)

Since the detainee's stay in this unit will be short -- average 12 to 24 hours, maximum 72 hours, -- ~~no specific~~

~~space provisions are made for family visitors~~ An in-

dividual visitor may meet with an inmate in one of the vacant general use offices or other available space.

*misleading*

F. RELEASING PROGRAM:

This unit is intended to be adjacent to, but physically separated, from the Admissions area.

In keeping with the precepts stated in the Introduction to this Building Program it follows that the program for release of detainees should provide for needs other than just the returning of their personal effects. Space is, therefore, provided for a Release Counselor to interview the releasee and process employment placement and the appropriate social service assistance referrals. The Admissions unit's storage of personal property should be convenient to this area to expediate the return of the detainee's effects.

*Storage for  
personal effects  
in the unit?*

G. COURT APPEARANCE PROCESS AND INTERRELATION WITH PROPOSED ADJACENT

GSA BUILDING & FEDERAL COURTHOUSE:

The concept of the MCC as an annex to the Foley Square Federal



A 2165

Courthouse is a proper one in that its primary function is to detain inmates in preparation for court appearances. The present Manhattan Federal Detention Headquarters produces approximately 14,000 persons yearly for processing through the court. On peak days as many as 80 detainees may pass back and forth between the MCC and the Federal Courthouse (compare this figure with the MCC's daily average intake of 12 - 16 persons).

Space for this process will be provided in or physically adjacent to the Release Unit and be comprised of two dressing rooms (male and female) that are accessible to the clothing and personal storage room. Lavatories will connect to each dressing room. A collecting "foyer" off the sally port is contemplated.

1. POST-ARRAIGNMENT PROCESS:

The U. S. Marshal will arrive at the Admissions Unit entrance via a passage from the proposed adjacent U. S. Attorney building. The detainee is brought to the Admissions Court Process area from the Normal Living Units (located on the floors above) and after a clothing change is escorted by the Marshal to the court. After the court appearance the process is reversed and the detainee returns to detention or is released to the community either directly or through a release referral program via the Releasing Unit.

2. PRE-ARRAIGNMENT PROCESS:

When the court is not in session an arresting agent may bring an arrested person to the Admissions Unit for safe-keeping until court is again in session, at which time the accused is escorted <sup>to</sup> by ~~the Office to~~ the U. S. Attorney's Office and thence to the Arraignment Court.

When the court is in session the accused and arresting officer go directly to the U. S. Attorney. If, after arraignment, the accused is to be detained, the U. S. Marshal escorts him to the MCC whence he is processed through Admissions.

The complexity of planning problems presented by:

- a. The initial entry of arrested persons via car or van
- b. The arrival and departure Out-of- (U. S. Attorney Southern) District prisoner vans
- c. The provisions for secure, segregated and discreet admittance and exit of personages, witnesses, informers, etc.
- d. The necessary pedestrian inter-connections of the Court House/ Court House Annex complex can best be illustrated by the accompanying flow diagram:

                     where is it.



A 2167

NORMAL LIVING UNITS

The Normal Living Programs are the core of the MCC. These programs, located within the individual "functional unit" and operated by the "functional unit teams", will provide, or make arrangements for all programs and services required. The Normal Living Programs should be organized according to specific clusters of needs as identified in the MCC population.

Each Normal Living Unit will contain:

1. An entrance directly into the unit from inside the security perimeter
2. An entrance into the visiting area from outside the security perimeter via a sally port controlled remotely from the Main entrance control center.
3. Two sleeping modules for approximately 28 persons; <sup>see</sup> ~~Individual Living Units~~ each with:
  - a. Individual rooms or cubicles? *Director's staff?*
  - b. Each sleeping module will have the capability of being isolated from the other but having access to the general activities, visiting, and staff offices and outside telephones.
4. A general activities area for dining, recreation, barber service, education, religious services, transient commissary, etc.

5. Staff offices
6. Visiting rooms for official and personal visits
7. Water closets and showers with privacy features in each sleeping unit
8. Water closets off the general activities area.

CLASSIFICATION OF DETAINEES, SEGREGATION & SECURITY:

Degrees of inmate classification -- age, record, type of offense etc., are becoming increasingly important in segregation.

The present classifications are variants on the following:

male/female, youth/adult, sentenced/unsentenced: ~~The later being~~ ?  
most important in the opinion of the courts.

~~For the future it is anticipated that the courts may make the~~ 1. later  
~~classification breakdown even more diverse.~~

The uncertainty of having to project future needs for various occupants, however, is lessened when one considers the Functional Unit's built-in flexibility.

Flexibility in terms of the degree of security is obtained through SUPERVISION (Observant Guard) and hardware (Locked Door). Security in the proposed institution will depend more on supervision than on the traditional elements of prison construction.

Operation of sally ports at elevator halls will provide the security difference between high and medium control requirements on the one hand as compared to supervision control on the other.



Separation of detainees is critical in order to guard against the subjugation of people under a lesser degree of security by including them in an area with those requiring maximum security measures. /

~~Segregated~~ High Control

~~High Control~~

~~Medium Control~~

Supervision

should be listed  
by functional unit  
w/ office & I.T.N.  
M. J. King  
Woman

It is hoped that these Functional Units can be separated by floors.

Design and construction will be substantially the same for each division except for segregated high control only. Perhaps certain fixtures, etc. will vary.

**SUPERVISION CONTROL:**

SUPERVISION CONTROL:  
The majority of detainees in this category are non-criminals. Security is predominately by staff administration. Much of the immigration and naturalization population is in this group.

IN-OUT CONTROL:

Most of the rooms in the Normal Living Units will be adaptable to medium or supervision control by operation of hardware systems on bedroom doors. These rooms have toilet fixtures of a more residential type than normally associated with detention facilities.

note: check out pullman-type folding  
fixtures for some private rooms.

A 2170

HIGH CONTROL

A specified number of individual rooms (or cubicles) in each Normal Living Unit will have greater hardware security and toilet fixtures of the more usual ~~all-metal~~ indestructible ~~detention~~ type. Detainees in this category will be fed in their rooms if the staff finds it necessary.

GENERAL ACTIVITY SPACE:

1. FOOD SERVICE:

Food will be brought to each Functional Unit by cart in bulk form (See attached food service report by Romano & Zaralban).

2. COMMISSARY:

Commissary items will be made available to detainees in this area by means of a wheeled <sup>change</sup> ~~commissary~~ cart (See SUPPORT SERVICES "Warehouse" commissary stores).

3. BARBER:

A space for a permanent economical barber chair and lavatory will be provided within this area for a transient barber.

4. PHYSICAL RECREATION:

This space is conceived as a small "work-out" gym. Younger detainees appreciate the energy dissipating activity of basket ball shooting and ping-pong. <sup>Basketball? On roof gym.</sup>

5. QUIET RECREATION AND EDUCATION:

Facilities will be provided for commercial and closed circuit television. There will not be any television in bedroom areas.

Roof area not covered.



A 2171

6. TELEPHONES:

Access to public telephones and outside lines is available in this general area. Type of telephone service and control of long distance calls is to be worked out. All Federal institution telephone calls (staff and inmates) are red

7. VISITING:

*1. 20 ibrially needed*  
*2. mach. controls on long distance calls*  
The visiting booth incorporating a bullet-proof glass

partition, telephone communication and non-physical contact precautions is an outdated concept. Family visitors will be brought directly to the Functional Unit and meet with the detainee in an open group visiting room. The planning for this function will be same for each F. U.

Visitors will arrive in the secure Visiting Room (this space could be convertible to other functions "after hours" and might well be one of the programmed Multi-Purpose Rooms) which is connected to a sally port ~~which is~~ under the control and surveillance of the Main Entrance control center. The detainee enters the Visiting Room after first passing through a "search" room. Control in the different security units is again a management consideration. ?

In the case of max. security visiting the detainee would not be allowed to mix with group visitors, but would be taken to a convenient empty room under supervision to meet privately with his visitor.

*Shouldn't Psych. and Diag. be one and the same?*

### MEDICAL UNIT

The Medical Unit will contain several programs most of which center on the need for medical staff and specialized medical facilities. An extensive Diagnostic Center (a social/behavioral program rather than a medical one) is also included here.

The subdivisions of this unit are Diagnostic, Detoxification, Clinical, Psychiatric and Infirmary.

The Unit will be entirely within the security perimeter but will be accessible to certain out-patients and the CTC program.

No heavy security will be required between Divisions. *should be some.*

Standard hospital type beds and a 28" high locker will be used in all patient rooms. A Nurses' call device will be provided in each patient room.

If space considerations require that the Medical Unit be divided between floors, there should be convenient direct access between the divisions. Long walks are to be avoided.

If Detoxification, Psychiatric and Infirmary are closely related in plan and are on one floor a single nurses' station can be shared.

### DIAGNOSTIC CENTER:

This Center is a complete facility equipped to examine defendants



A 2173

referred by the courts.. It is programmed to handle out-patients  
~~on parole or confined in the MCC.~~ *these individuals* In-patients served by the Center  
will be housed in the other divisions of the Medical Unit. The  
Center will produce ~~for the courts' use~~ *each diagnostic* psychiatric competency studies,  
~~and other evaluations and also pre-sentence studies and other reports.~~  
*as requested by the courts, to include psych.*  
CLINIC: *to and for substance studies.*

This section should be made most accessible to the Admissions Unit, to  
"sick call" inmates from the Living units, and out-patients (the CTC  
occupants and those categories so designated by the courts).

The dental, x-ray, examination and treatment rooms are to be located  
off a lobby-waiting area and nearest to the entry since they will  
receive the most traffic.

Storage should be next to Pharmacy? The laboratory does routine  
blood and urine analysis -- anything more complex is "sent out".

A good but not critical arrangement would be to place the Records  
between the M. D. 's and Administrator's offices.

#### DETOXIFICATION:

This division is intended to facilitate with proper medical care the  
withdrawal from various types of chemicals to which a person has been  
addicted -- drugs, narcotics, alcohol, etc. Approximately 30% of  
those admitted to the MCC will be assumed to show symptoms of chemical  
withdrawal. Three out of every five CTC referrals are usually

*addicted; have a history of addiction.*

*add- out-patient care.*

ADMINISTRATION & MANAGEMENTA. MANAGEMENT:

There should be two principal entrances to the MCC: One, the public entrance (the "front door"), would lead to a public lobby, the Administration Unit and the non-secured elevator bank, while the other (the "back door"), would allow admittance to the Admissions/Releasing/Court Appearance complex.

The public entrance, the public lobby and the non-secured elevators are under the surveillance of the sally port (located between the lobby and the interior of the lobby floor) control.

A receptionist placed in this lobby would greet visitors, provide information, and handle switchboard communications. With the receptionist outside the security perimeter, only those persons having official business within the secure portion of the MCC would be required, or allowed to enter. This would allow visitors, volunteers, or any other persons using or visiting the "open" portions of the MCC to move freely in and out of the MCC.

The "front door", the sally port and the public business part of the Center are closed between the hours of 5:00 P.M. and 8:00 A.M. The sally port and its control at the "back door" is an around-the-clock operation.



A 2176

The Armory will be located at the non-secure side of this sally port and connected via key control to the control room.

A third entrance is in the Service - Delivery area. <sup>thru control rooms?</sup> The controlled sally port in this section has the same business hours as the "front door"

A basic concept pursuant to staff in the new facility is to locate program managers throughout the MCC as near to their programs as possible. Their exact numbers and locations will be determined following overall staffing pattern decisions and the final building plans.

B. MCC ADMINISTRATION UNIT:

This unit provides for the administrative and business functions of the Center. The Space Directive for this unit is self-explanatory in regard to the areas provided here.

<sup>Director's</sup>  
Warden's Suite: <sup>Director's</sup> The Warden's office complex is to be outside the security perimeter and accessible from the public lobby. ?  
The Associate Warden's office is within the perimeter and connected by a secure intercommunicating wicket to the office of the Warden's secretary. The Captain's office, also within the perimeter, connects to the Associate Warden and the sally port control via a wicket arrangement.

A 2177

Personnel Officer: This office is to be located outside of the security perimeter at a convenient point of coming and going of the staff and for outside staff employment applicants.

Mail Room: The Mail Room is a "sally port" at the security perimeter with a hopper or wicket through to the outside mail carrier.

Cashier's Office: This is the "paymaster" for staff and inmates hence he is within the security perimeter. A small counter is required on the outside of the pass-through wicket for the convenience of receipt signers and pay recipients.

*Let's discuss*



SUPPORT SERVICES

This section considers all services required to maintain the building and provide for the basic physical needs of the people housed therein.

FOOD SERVICE:

Food service within and throughout the MCC will be accomplished *mainly* by the use of contracted "convenience foods." No cooking or preparation other than thawing and warming is anticipated, *although a contingency will be made for cond. time preparation if it becomes necessary.* Delivery and initial preparation will occur in a central Food Service area within this unit.

Bulk containers (of ~~solid food~~) are delivered to the dining areas of the Functional Unit's general activity area on wheeled carts via vertical conveyors.

*no. Heat first  
OK in Seg, Hesp, etc.*  
The meals are ~~heated~~ and served "cafeteria style" in this room. Trays can also be prepared here for detainees in higher control sections.

See attached Romano and Zaralban "Preliminary Recommendations for Food Service Operations."

LAUNDRY SERVICES:

Except for emergency cleaning purposes where a small "laundermat" unit is to be provided, the Center's laundry ~~will be serviced on a contract basis.~~ *will be provided outside this program.*

The Danbury, Conn. institution provides this service to the N.Y. Detention Headquarters at present and will most likely continue to do so for the new facility.

WAREHOUSE:

Delivery: A controlled sally port through which a delivery truck can drive to a loading dock, (or area) is desired (a less desired/expedient would be the creation of a sally port within the Receiving room by alternately controlling the loading dock door and the interior door from Receiving). Manned control of this port is only maintained during normal business hours.

Incoming Wares: These wares are --

- Food
- Laundry
- Unissued Clothing
- Toiletries and Commissary Items Issued by the MCC
- Commissary Goods (for Sale to Inmates)
- Housekeeping Supplies
- Furnishings & Equipment

Outgoing Items: These are --

- Returned Contract Food
- Soiled Laundry
- Garbage and Trash

*no. use in adm. unit*  
*enclosed*  
*compract*

A breakdown of specific storage requirements is assumed to be pending.

*should be separate rooms*

The ("Secure Holding room" (or "Hot Room.") noted in the Space Directive is for the expedient securing of newly arrived items that can't be dispensed immediately and for highly desirable items (tools etc.)

*what is this?*

*No - 1.00*  
*1.00*  
*1.00*



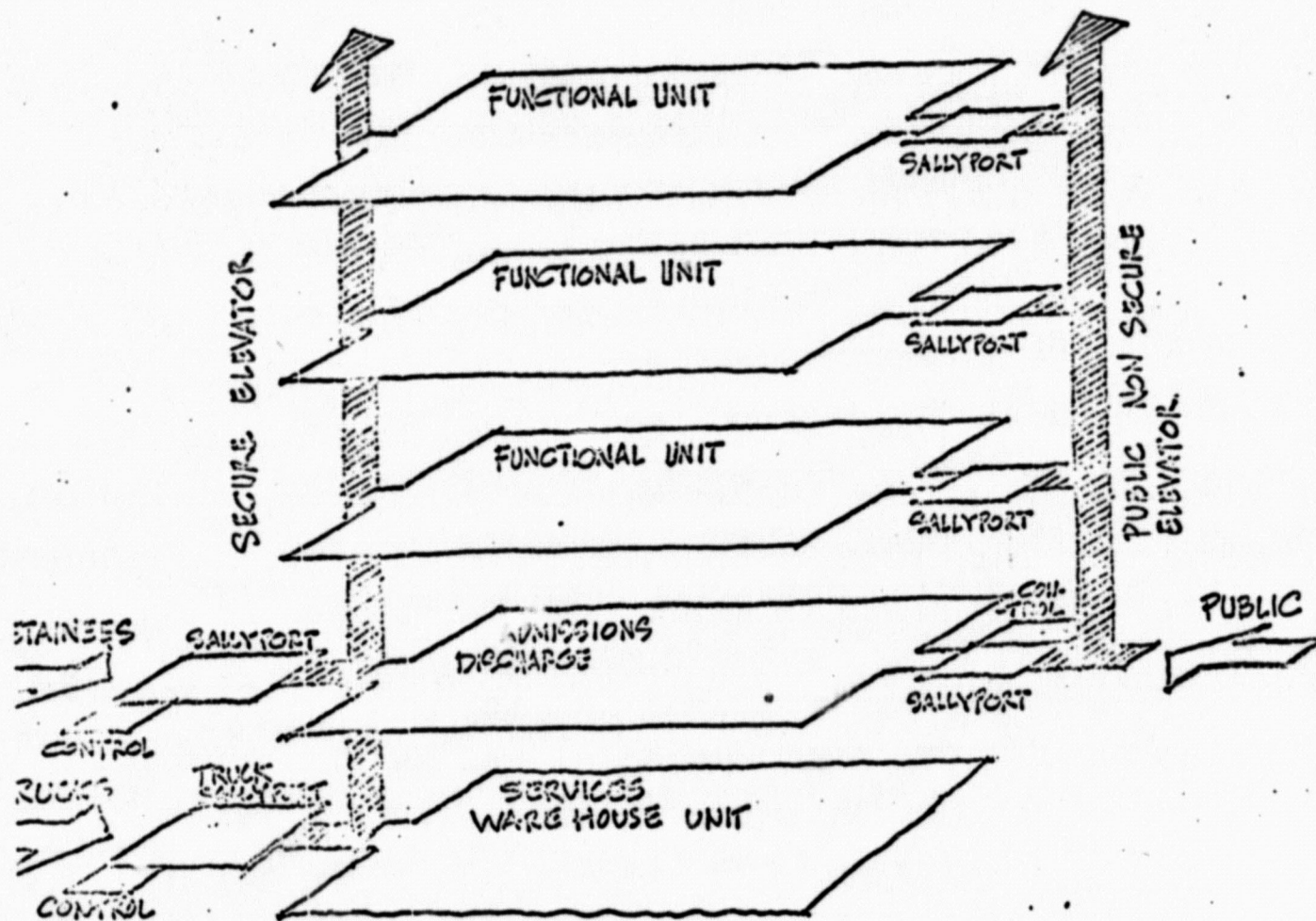
A 2180

Commissary stores will be housed in the Warehouse section (See Administration for the Commissary Supervisor). Sale items will be delivered via a wheeled cart to the General Activity Space of each Functional Unit on a posted time schedule basis.

Commissary stores inventory covers a wider selection of type and quality of the same items issued to detainees by the institution.

BUILDING MAINTENANCE:

The MCC will provide routine maintenance only; the proposed adjacent U.S. Attorney/GSA building will house and maintain the major mechanical plant and systems. Steam is expected to be purchased from N.Y. Steam. The MCC will do its own-housekeeping.



CONTROL & ACCESS DIAGRAM

CONTRACT  
FOLEY SQUARE COURTHOUSE ANNEX  
METROPOLITAN CORRECTION CENTER  
FOR THE  
GENERAL SERVICES ADMINISTRATION

ARCHITECTS  
PLANNERS  
ENGINEERS

GS-028-16,291 A 2181  
Project No. 31-0323  
SPACE DIAGRAM  
J-1077 23 April 1971



A 2182

COMMUNITY TREATMENT CENTER

In effect the C.T.C. is like a small hotel with ~~some~~ supervision by an administrative staff and case management. The residents ~~of this hotel~~ are people who ~~have been in trouble and who are~~ probably under sentence, ~~and released~~ on probation or parole. Often they have no family or place of residence, no job and little, if any, funds at the time of admittance to the C.T.C. Many of ~~these people~~ have a drug problem. They are, however, people with potential for rehabilitation who have been referred to the C.T.C. by counsellors or case workers.

There are conflicting opinions as to the advisability of including a C.T.C. in the Metropolitan Correctional Center. However, it seems to be the opinion of a majority of B.O.P. personnel consulted by the Architect that if the C.T.C. could be physically separated from the remainder of the M.C.C. (including a separate entrance) there would be many advantages in having these facilities at a common location in the City. Therefore, this program includes a C.T.C.

During the day the resident is expected to work in the community, or seek employment. He must return in the evening and usually is required to be in by curfew (which currently is 11:00 P.M. at the Center on 31st Street in Manhattan). There is no hardware security and no restraint except for the staff supervision. Space for 50

residents is planned. It is desirable to separate male and female residents as much as possible. Provision for 20% female occupancy is indicated by studies of present C.T.C. operations.

In addition to bedrooms, toilet and shower facilities, it is necessary to provide for some recreational and group discussion activities. Group meetings seem to be beneficial in treatment of <sup>drug</sup> addicts. Hard-drug cases ~~would probably be referred to~~ other community resources ~~or to the MCC detoxification unit.~~

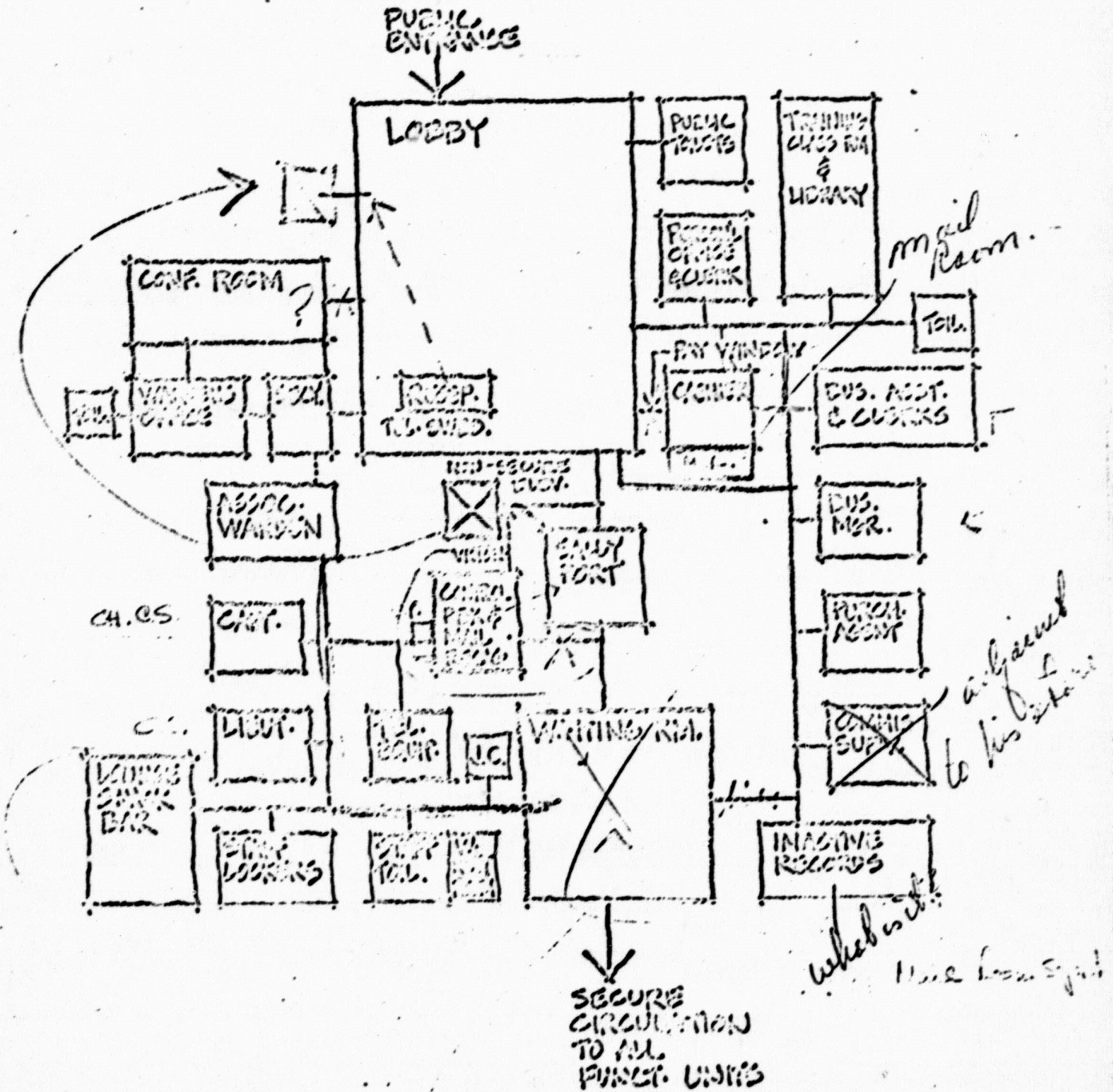
The C.T.C. should have a home-like, residential character.

*they would not be in a C.T.C.*



| ADMINISTRATIVE AREA                                | AREA (SQ. FT.)               |         | NO. OF PEOPLE |
|----------------------------------------------------|------------------------------|---------|---------------|
|                                                    | PER SPACE                    | TOTAL   |               |
| <b>A. PUBLIC ENTRANCE</b>                          |                              |         |               |
| (1) Lobby (size per architectural needs)*          | 100                          | *2,000  | 1             |
| (2) Public Toilets (Men & Women)                   |                              | 200     |               |
| (1) Sallyport Control / Mail Room <i>separate</i>  |                              | 200     | 1             |
| (1) Sallyport                                      |                              | 200     |               |
| (1) Interior Waiting Room                          |                              | 200     |               |
| <b>B. WARDEN S AREA</b>                            |                              |         |               |
| (1) Warden Off. Incl. Toilet & Stor.) Outside      |                              | 220     | 1             |
| (1) Secretary ) Security                           |                              | 120     | 1             |
| (1) Conference Room ) Perimeter                    |                              | 300     |               |
| (1) Assoc. Warden's Off.                           |                              | 150     | 1             |
| (1) Captain's Office <i>Comm. Room</i>             |                              | 100 120 | 1             |
| (1) Lieutenant's Office <i>Comm. Room</i>          |                              | 100 120 | 1             |
| <b>C. BUSINESS ADMIN. AREA</b>                     |                              |         |               |
| (1) Bus. Manager's Office                          | <i>all outside perimeter</i> | 120     | 1             |
| (1) Bus. Clerks & Acct. Tech./Files/Duplic.        |                              | 500     | 3             |
| (1) Purchasing Agent Office                        |                              | 120     | 1             |
| (1) Cashier's Office (Pay Wind. to Lobby)          |                              | 120     | 1             |
| (1) Commissary Supervisors                         |                              | 200     | 2             |
| (1) Inactive Records Room                          |                              | 200     |               |
| (1) Personnel Officer & Clerk) Outside Security    |                              | 200     | 2             |
| (1) Training Room / Library ) Perimeter            |                              | 300     |               |
| (1) Toilet Room                                    |                              | 30      |               |
| <b>D. GENERAL STAFF USE &amp; UTILITY</b>          |                              |         |               |
| (1) Lounge / Snack Bar / Dining                    | <i>200</i><br><i>50</i>      | 300     |               |
| (2) Staff Lockers                                  |                              | 200     |               |
| (2) Staff Toilets & (1) W. Rest Room               |                              | 150     |               |
| (1) Tel. Equipment Room - <i>check w/ Ferguson</i> |                              | 200     |               |
| (1) Jan. Closet / Storage                          |                              | 100     |               |
| TOTAL                                              |                              | 6,530   | 17            |

# ADMINISTRATION UNIT





| ADMISSIONS UNIT<br>ADMISSIONS PROGRAM             | AREA (SQ. FT.) |              | NO. OF<br>PEOPLE |
|---------------------------------------------------|----------------|--------------|------------------|
|                                                   | PER SPACE      | TOTAL        |                  |
| <b>A. ENTRY</b>                                   |                |              |                  |
| Sallyport                                         |                | 150          |                  |
| Control Room, Incl. Toilet                        |                | 150          | 1                |
| Armory                                            |                | 120          |                  |
| <b>B. ADMITTING - IDENTIFICATION</b>              |                |              |                  |
| (2) Holding Rooms                                 | 200            | 400          |                  |
| Records & Dressing (Incl. Cloth. Issue Stor)      |                | 180          | 1                |
| Showers & Toilet (Barber Chair)                   |                | 120          |                  |
| Medical Exam                                      |                | 120          | 1                |
| Photo - Fingerprinting                            |                | 150          |                  |
| <b>C. ADMITTING - PROCESS</b>                     |                |              |                  |
| Waiting Room with Public Telephones               |                | 200          |                  |
| Chief Soc. Services & Secy (w/w.c.-lav.)          |                | 300          | 2                |
| Conference Room                                   |                | 150          |                  |
| Caseworker & Secy.                                |                | 200          | 2                |
| (3) Gen. Use Offices (Psych., Soc. W., Conf. etc) | 100            | 300          | 3                |
| (4) Interview Rooms                               | 80             | 320          |                  |
| Records Storage                                   |                | 500          |                  |
| Computer Terminal (may not require separate room) |                | 250          | 1                |
| Data Office                                       |                | 150          | 1                |
| Lav Library                                       |                | 100          |                  |
| Clothing Storage (See Discharge Program)          |                |              |                  |
| <b>D. STAFF USE &amp; UTILITY</b>                 |                |              |                  |
| (2) Staff Toilets                                 | 50             | 100          |                  |
| Janitor Closet / Storage                          |                | 100          |                  |
| Utility / Trash                                   |                | 60           |                  |
| <b>TOTAL</b>                                      |                | <b>4,120</b> | <b>12</b>        |

ARCHITECTS  
PLANNERS  
ENGINEERS

1000 SQUARE COURT HOUSE AREA  
METROPOLITAN CORRECTION CENTER

FOR THE  
GENERAL SERVICES ADMINISTRATION

GS-02B-16,291

Project No. 31-0323 A 2187

"SPACE DIRECTIVE" PART-A

J-1077

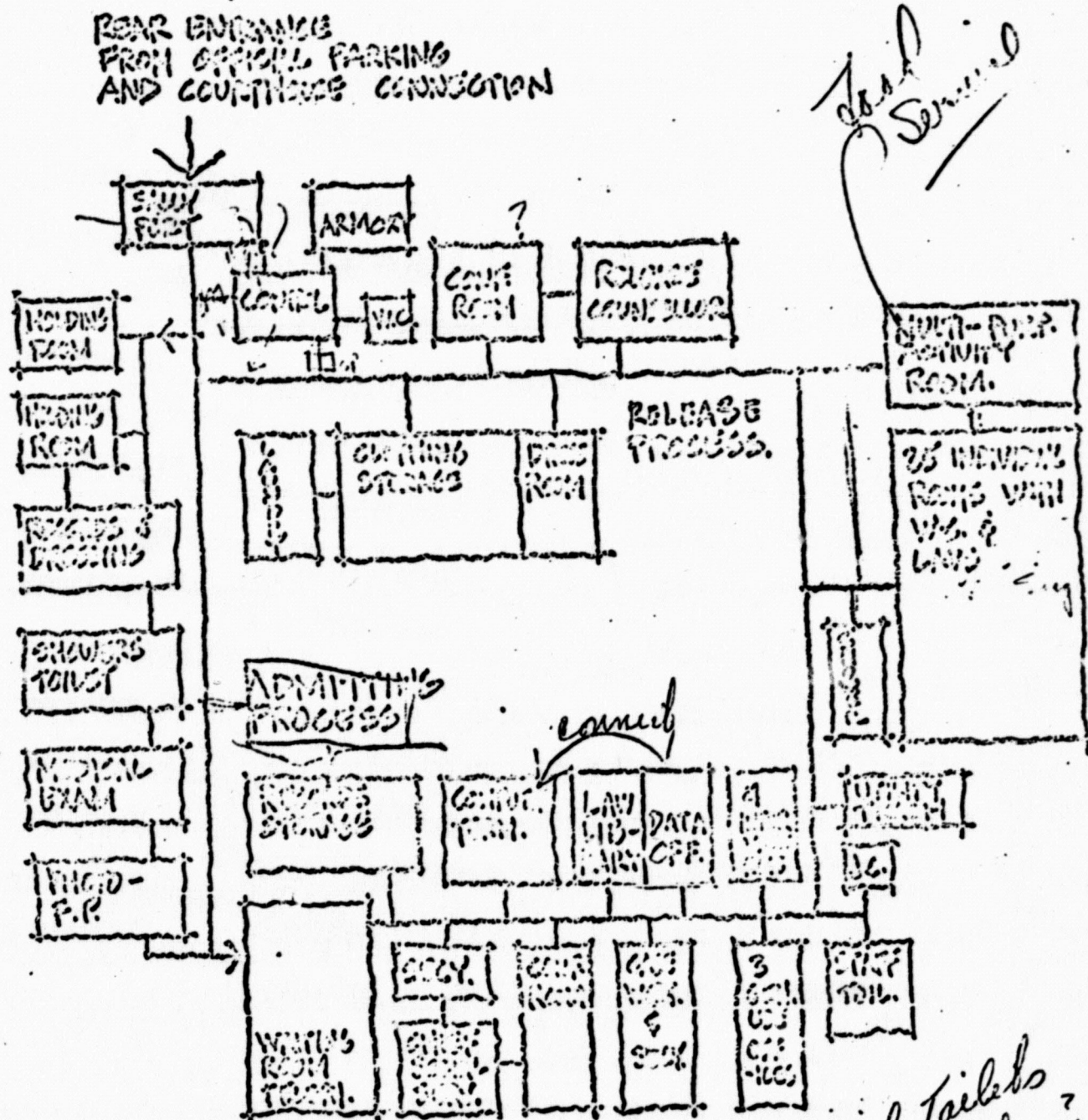
23 APRIL 1971

| ADMISSIONS UNIT<br>QUARTERS & RELEASE PROGRAM     | AREA (SQ. FT.) |              | NO. OF<br>PEOPLE |
|---------------------------------------------------|----------------|--------------|------------------|
|                                                   | PER SPACE      | TOTAL        |                  |
| <b>A. <u>QUARTERS</u></b>                         |                |              |                  |
| (25) Individual Rooms (with w.c. & lavs.)         | 80             | 2,000        | 25               |
| (1) Multi-Purpose Room                            |                | 700          |                  |
| (3) Shower Stalls                                 | 30             | 90           |                  |
| <b>B. <u>RELEASING &amp; COURT APPEARANCE</u></b> |                |              |                  |
| (1) Release Counselor                             |                | 120          | 1                |
| (1) Conference Room                               |                | 120          |                  |
| (1) Clothing Storage - Issue                      |                | 600          | 1                |
| (2) Pressing Rooms                                | 60             | 120          |                  |
| (1) Laundry                                       |                | 100          |                  |
| <b>TOTAL QUARTERS &amp; DISCHARGE</b>             |                | <b>3,850</b> | <b>27</b>        |

*investigate full new-type fixtures*



# ADMISSIONS UNIT



ARCHITECTS  
PLANNERS  
ENGINEERS

FULLY SQUARE COURTHOUSE ANNEX  
METROPOLITAN CORRECTION CENTER

FOR THE  
GENERAL SERVICES ADMINISTRATION

GS-02B-16,291

Project No. 31-0323 A 2189

"SPACE DIRECTIVE" PART-A

J-1077

23 APRIL 1971

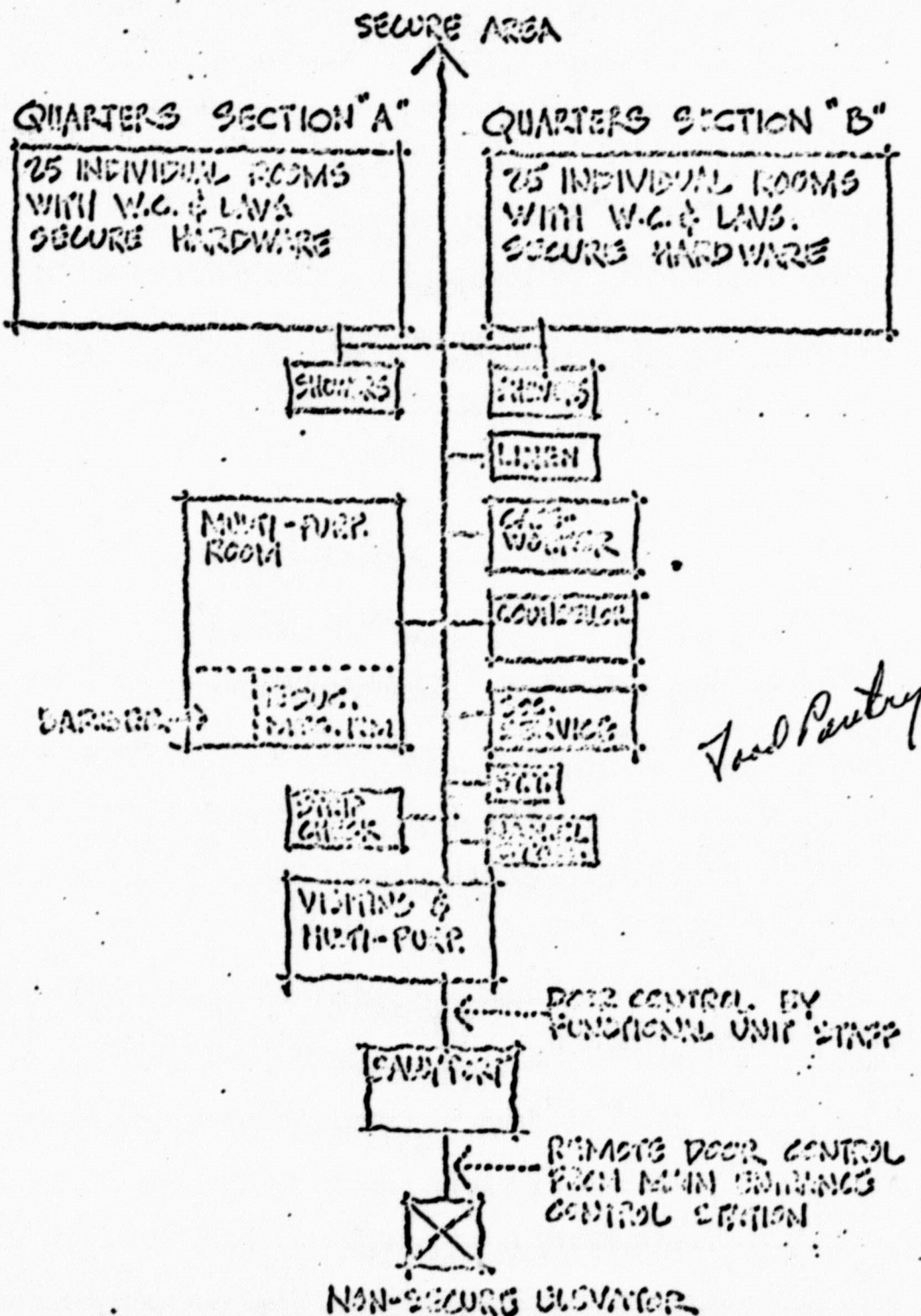
FUNCTIONAL LIVING UNIT NO. 1.  
SEGREGATED CLOSE SUPERVISION

|                                             | AREA (SQ. FT.) |              | NO. OF PEOPLE |
|---------------------------------------------|----------------|--------------|---------------|
|                                             | PER SPACE      | TOTAL        |               |
| <b>A. <u>QUARTERS SECTION "A"</u></b>       |                |              |               |
| (25) Individual Rooms W/ w.c. & lav.        | 80             | 2,000        | 25            |
| (3) Shower Stalls                           | 30             | 90           |               |
| <b>B. <u>QUARTERS SECTION "B"</u></b>       |                |              |               |
| (Same as "A" Above)                         |                | 2,090        | 25            |
| <b>C. <u>GENERAL ACTIVITY SECTION</u></b>   |                |              |               |
| (1) Multi-Purpose Room                      |                | 500          |               |
| (1) Education / Meeting Room                |                | 200          |               |
| (1) Barber                                  |                | 50           |               |
| <b>D. <u>STAFF</u></b>                      |                |              |               |
| (3) Offices                                 | 100            | 300          | 3             |
| (1) Toilet                                  |                | 30           |               |
| <b>F. <u>UTILITY</u></b>                    |                |              |               |
| (1) Linen Room                              |                | 60           |               |
| (1) Janitor Closet / Storage                |                | 60           |               |
| <b>F. <u>VISITING</u></b>                   |                |              |               |
| (1) Multi-Purpose Room                      |                | 250          |               |
| (1) Strip Check Room                        |                | 50           |               |
| <b>G. <u>SALLYPORT - VISITING ENTRY</u></b> |                | 100          |               |
| <b>TOTAL</b>                                |                | <b>5,780</b> | <b>53</b>     |

*Will this be  
included in  
segregation  
unit?*



# FUNCTIONAL UNIT NO. 1 SEGREGATED CLOSE SUPERVISION



CONSULTANTS  
ARCHITECTS  
PLANNERS  
ENGINEERS

FOLEY SQUARE COURTHOUSE ANNEX  
METROPOLITAN CORRECTION CENTER

FOR THE  
GENERAL SERVICES ADMINISTRATION

GS-02B-16,291

Project No. 31-0323 A 2191

"SPACE DIRECTIVE" PART-A

J-1077

23 APRIL 1971

FUNCTIONAL LIVING UNITS NOS. 2, 3 & 4.  
HIGH, MEDIUM CONTROL & SUPERVISION

|                                           | AREA (SQ. FT.) |               | NO. OF PEOPLE |
|-------------------------------------------|----------------|---------------|---------------|
|                                           | PER SPACE      | TOTAL         |               |
| <b>A. <u>QUARTERS SECTION "A"</u></b>     |                |               |               |
| (12) Individual Rooms W/ w.c. & lav.      | 80             | 960           | 12            |
| (2) Four Man Rooms W/ w.c. & lav.         | 200            | 400           | 8             |
| (4) Two Man Rooms W/ w.c. & lav.          | 120            | 480           | 8             |
| (3) Shower Stalls                         | 30             | 90            |               |
| <b>B. <u>QUARTERS SECTION "B"</u></b>     |                |               |               |
| (Same as "A" Above)                       |                | 1,930         | 23            |
| <b>C. <u>GENERAL ACTIVITY SECTION</u></b> |                |               |               |
| (1) Multi-Purpose / Dining                |                | 560           |               |
| (1) Food Service                          |                | 200           |               |
| (1) Education / Meeting Room              |                | 300           |               |
| (1) Recreation / Gym. etc.                |                | 300           |               |
| (1) Barber                                |                | 50            |               |
| <b>D. <u>STAFF</u></b>                    |                |               |               |
| (5) Offices                               | 100            | 500           | 45            |
| (1) Lounge                                |                | 100           |               |
| (1) Toilet                                |                | 30            |               |
| <b>E. <u>UTILITY</u></b>                  |                |               |               |
| (1) Linen Room                            |                | 60            |               |
| (1) Janitor Closet / Storage              |                | 60            |               |
| <b>F. <u>VISITING</u></b>                 |                |               |               |
| (1) Multi-Purpose Room                    |                | 250           |               |
| (1) Strip Check Room                      |                | 50            |               |
| <b>TOTAL</b>                              |                | <u>6,320</u>  | <u>61</u>     |
| <b>X 3 UNITS</b>                          |                | <b>18,960</b> | <b>183</b>    |

*Double Single in  
Kitchen etc. etc.*

*Terminal in  
dining*

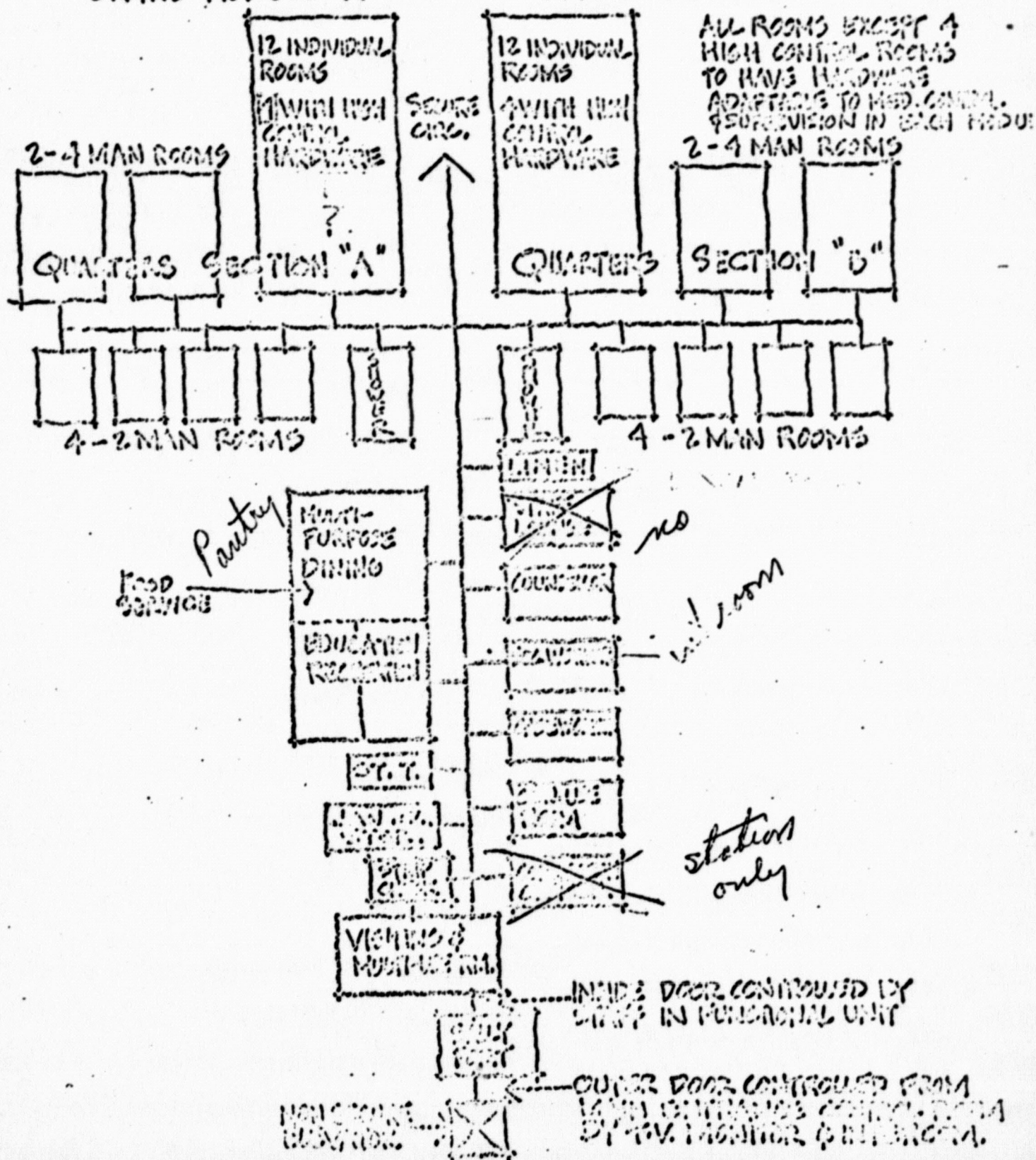


FUNCTIONAL UNITS NO. 2, 3, 4, 5

TOTAL 56 LODS EACH FUNCTIONAL UNIT INCL. 8 HIGH CONTROL RMS

## LIVING MODULE 'A'

LIVING MODULE 'B' 5/12/15 15'A'



FUNCTIONAL LIVING UNITS NOS. 5 & 6  
IMMIGRATION - NATURALIZATION & FEM. DET.

|                                                         | AREA (SQ. FT.) |               | NO. OF PEOPLE |
|---------------------------------------------------------|----------------|---------------|---------------|
|                                                         | PER SPACE      | TOTAL         |               |
| <b>I. <u>QUARTERS SECTION "A-1"</u></b>                 |                |               |               |
| (6) Single Rms 3 w.c. & 3 lav. (1 ea. per 2 Rms)        | 80             | 480           | 6             |
| (4) Double Rms. ea. with 1 w.c. & 1 lav.                | 120            | 480           | 8             |
| (2) Shower Stalls                                       | 30             | 60            |               |
| <b>B. <u>QUARTERS SECTION "A-2"</u> (Same As "A-1")</b> |                | 1,020         | 14            |
| <b>C. <u>QUARTERS SECTION "B-1"</u> (Same as "A-1")</b> |                | 1,020         | 14            |
| <b>D. <u>QUARTERS SECTION "B-2"</u> (Same as "A-1")</b> |                | 1,020         | 14            |
| <b>E. <u>GENERAL ACTIVITY SECTION</u></b>               |                |               |               |
| (1) Multi-Purpose / Dining                              |                | 660           |               |
| (1) Food Service & Pantry                               |                | 200           |               |
| (1) Education / Meeting Room                            |                | 300           |               |
| (1) Recreation / Gym. etc.                              |                | 300           |               |
| (1) Barber                                              |                | 50            |               |
| <b>F. <u>STAFF</u></b>                                  |                |               |               |
| (5) Offices                                             | 100            | 500           | 5             |
| (1) Lounge                                              |                | 100           |               |
| (2) Toilets                                             | 30             | 60            |               |
| <b>G. <u>UTILITY</u></b>                                |                |               |               |
| (1) Linen Room                                          |                | 60            |               |
| (1) Janitor Closet / Storage                            |                | 60            |               |
| <b>H. <u>VISITING</u></b>                               |                |               |               |
| (1) Multi-Purpose Room                                  |                | 250           |               |
| (1) Strip Check Room                                    |                | 50            |               |
| <b>TOTAL</b>                                            |                | <b>6,670</b>  | <b>61</b>     |
| <b>X 2 UNITS</b>                                        |                | <b>13,340</b> | <b>122</b>    |

*not a reflection of actual  
table figures  
2/3 can be derived*

*56*





| MEDICAL UNIT<br>GENERAL AREA & CLINIC |                                           | AREA (SQ. FT.) |       | NO. OF<br>PEOPLE |
|---------------------------------------|-------------------------------------------|----------------|-------|------------------|
|                                       |                                           | PER SPACE      | TOTAL |                  |
| <u>GENERAL USE AREA</u>               |                                           |                |       |                  |
| A.                                    | Lobby - Waiting Room                      |                | 250   |                  |
| B.                                    | Clean Linen & Utility                     |                | 150   |                  |
| C.                                    | (2) Soiled Linen, Soiled Utility          | 60             | 120   |                  |
| D.                                    | (2) Toilets (1-men, 1-women)              | 50             | 100   |                  |
| E.                                    | Janitor Closet / Storage                  |                | 60    |                  |
| TOTAL GENERAL AREA                    |                                           |                | 680   |                  |
| <u>CLINIC</u>                         |                                           |                |       |                  |
| A.                                    | Dental Suite                              |                |       |                  |
|                                       | (1) Operating Room with 2 chairs          |                | 200   | 2                |
|                                       | (1) Lab. & Storage Room                   |                | 100   |                  |
| B.                                    | (2) Exam. Rooms                           | 100            | 200   |                  |
| C.                                    | (1) Treatment Room                        |                | 100   |                  |
| D.                                    | (1) Admin. Office (incl. Clerk & Records) |                | 200   | 2                |
| E.                                    | (1) Doctor's Office / Conf. Room          |                | 150   | 1                |
| F.                                    | (2) Multi-Use Offices                     | 125            | 250   | 2                |
| G.                                    | (1) Minor Surgery Room                    |                | 150   |                  |
| H.                                    | (1) Physiotherapy Room                    |                | 150   |                  |
| I.                                    | (1) Clinical Lab.                         |                | 150   |                  |
| K.                                    | (1) Pharmacy                              |                | 100   | 1                |
| L.                                    | (1) X-Ray Suite                           |                | 250   |                  |
| M.                                    | (1) Stretcher Alcove                      |                | 30    |                  |
| N.                                    | (2) Toilets (1-men, 1-women)              | 50             | 100   |                  |
| TOTAL CLINIC                          |                                           |                | 2,130 |                  |
| TOTAL GEN. AREA & CLINIC              |                                           |                | 2,810 | 8                |



**CHARTERED &  
REGISTERED  
ARCHITECTS  
PLANNERS  
ENGINEERS**

**FOLEY SQUARE COURTHOUSE ANNEX  
METROPOLITAN CORRECTION CENTER**

**FOR THE  
GENERAL SERVICES ADMINISTRATION**

**GS-02B-16,291**

**Project No. 31-0323**

**A 2196**

**"SPACE DIRECTIVE" PART-A**

**J-1077**

**23 APRIL 1971**

**MEDICAL UNIT  
DETOXIFICATION / PSYCHIATRIC**

**AREA (SQ. FT.)**

**NO. OF  
PEOPLE**

**PER SPACE**

**TOTAL**

**DETOXIFICATION**

- A. Waiting Room (Shared W/ Psychiatric)
- B. Nurses Station (Shared W/ Psychiatric)
- C. (15) Single Rooms with w.c. & lav.
- D. Patients Bath (2 Shower, 1 Tub)

200  
100  
120 1,800  
100

1  
15

**DETOXIFICATION TOTAL**

**2,200**

**PSYCHIATRIC**

- A. Waiting Room & Nurses Sta. (See Detox.)
- B. (6) Single Rooms with w.c. & lav.
- C. (2) Confinement Rooms W/ w.c. - lav.
- D. Patients Bath (1 Shower, 1 Tub)
- E. Office
- F. Multi-Use Room
- G. Expansion

120 720  
120 240  
80  
150  
200  
200

6  
2  
1

**PSYCHIATRIC TOTAL**

**1,590**

**TOTAL DETOXIFICATION &  
PSYCHIATRIC**

**3,790**

**25**

MEDICAL UNIT -  
DIAGNOSTIC CENTER / INFIRMARY

AREA (SQ. FT.)

N.O. OF  
PEOPLE

PER SPACE

TOTAL

DIAGNOSTIC CENTER

Waiting Room (Shared with Infirmary)  
(2) Toilets (M. & W.)  
Director's Office (Incl. Toilet 1 w.c., 1 lav.)  
Secretary  
Conference Room  
Social Worker's Office  
(2) Staff Toilets  
Psychologist's Office  
(5) Interview Rooms  
Caseworker's Office  
(2) Testing Rooms  
Group Testing & Therapy  
Multi-Purpose Group & Voc. Testing  
Consultant's Office  
Janitor's Closet / Storage

200  
60  
180  
100  
150  
120  
120  
120  
400  
100  
240  
250  
1,000  
80  
100

1  
1  
1  
1  
1  
1  
1  
1  
1  
1  
1  
1  
1  
1  
1

DIAGNOSTIC TOTAL

3,220

INFIRMARY

A. Waiting Room (See Diagnostic)  
B. (6) Single Rooms with w.c. & lavs.  
C. Nurses Station  
D. Patients' Bath (Shower & Tub)  
E. Expansion & Unassigned

120  
720  
100  
60  
400

6  
1  
1  
1  
1

INFIRMARY TOTAL

1,280

(For Linen - Utility See  
General Medical Area)

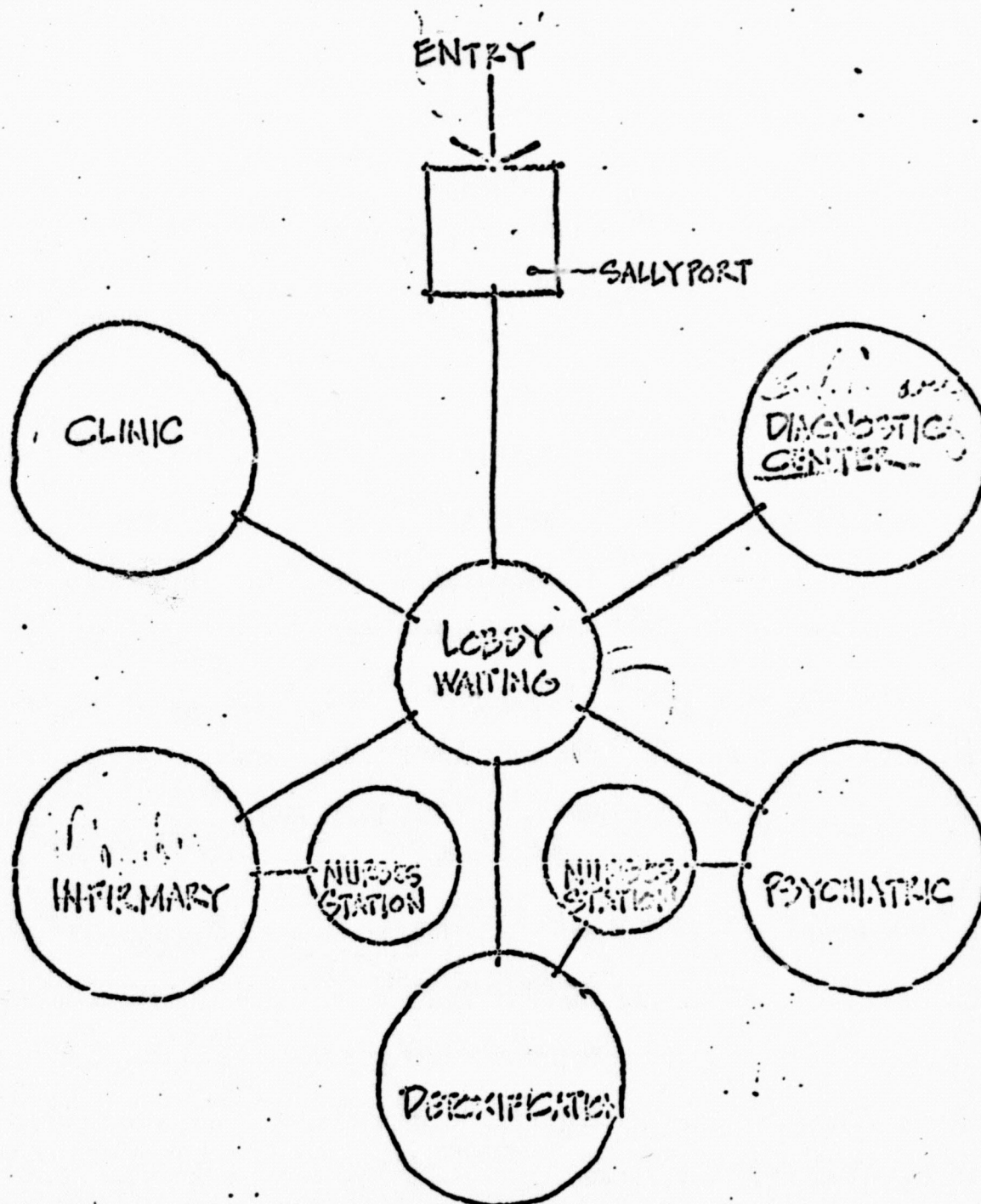
TOTAL DIAGNOSTIC &  
INFIRMARY

4,500

13



# INTERRELATION OF MEDICAL UNIT PROGRAMS



*just too much & too elaborate*

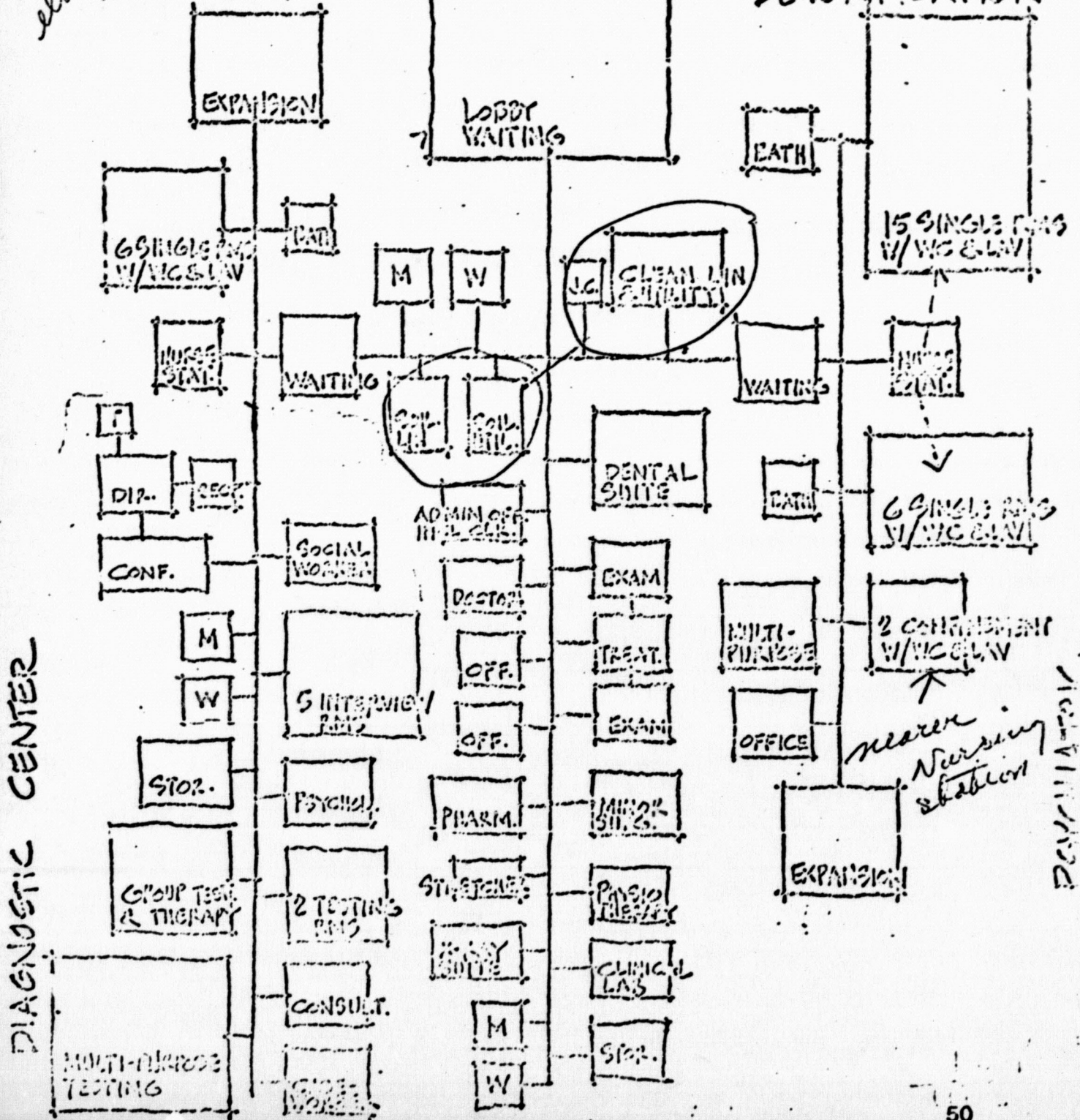
*not good circulation*

# MEDICAL UNIT

SECURE CIRCULATION  
 (NEAR ADMISSIONS UNIT)

## INFIRMARY

## DETOXIFICATION





**CHARTER &  
TECHNICAL  
FOR  
KILPATRICK & GORDON**  
ARCHITECTS  
PLANNERS  
ENGINEERS

FOLEY SQUARE COURTHOUSE ANNEX  
METROPOLITAN CORRECTION CENTER  
FOR THE  
GENERAL SERVICES ADMINISTRATION

GS-02B-16,291

Project No. 31-0323

**A 2200**

"SPACE DIRECTIVE" PART-A

J-1077

23 APRIL 1971

OUTDOOR RECREATION

AREA (SQ. FT.)

NO. OF  
PEOPLE

PER SPACE

TOTAL

(1) Multi-Use Area

For Exercise, Sports &

General Recreation --

Accessible From All

Functional Units

Via Secure Elevators

5,000

GERVING &  
HARRIS  
ARCHITECTS  
PLANNERS  
ENGINEERS

FOLEY SQUARE COURTHOUSE ANNEX  
METROPOLITAN CORRECTION CENTER

FOR THE  
GENERAL SERVICES ADMINISTRATION

GS-02B-16,291

Project No. 31-0323 A 2201

"SPACE DIRECTIVE" PART-A  
J-1077

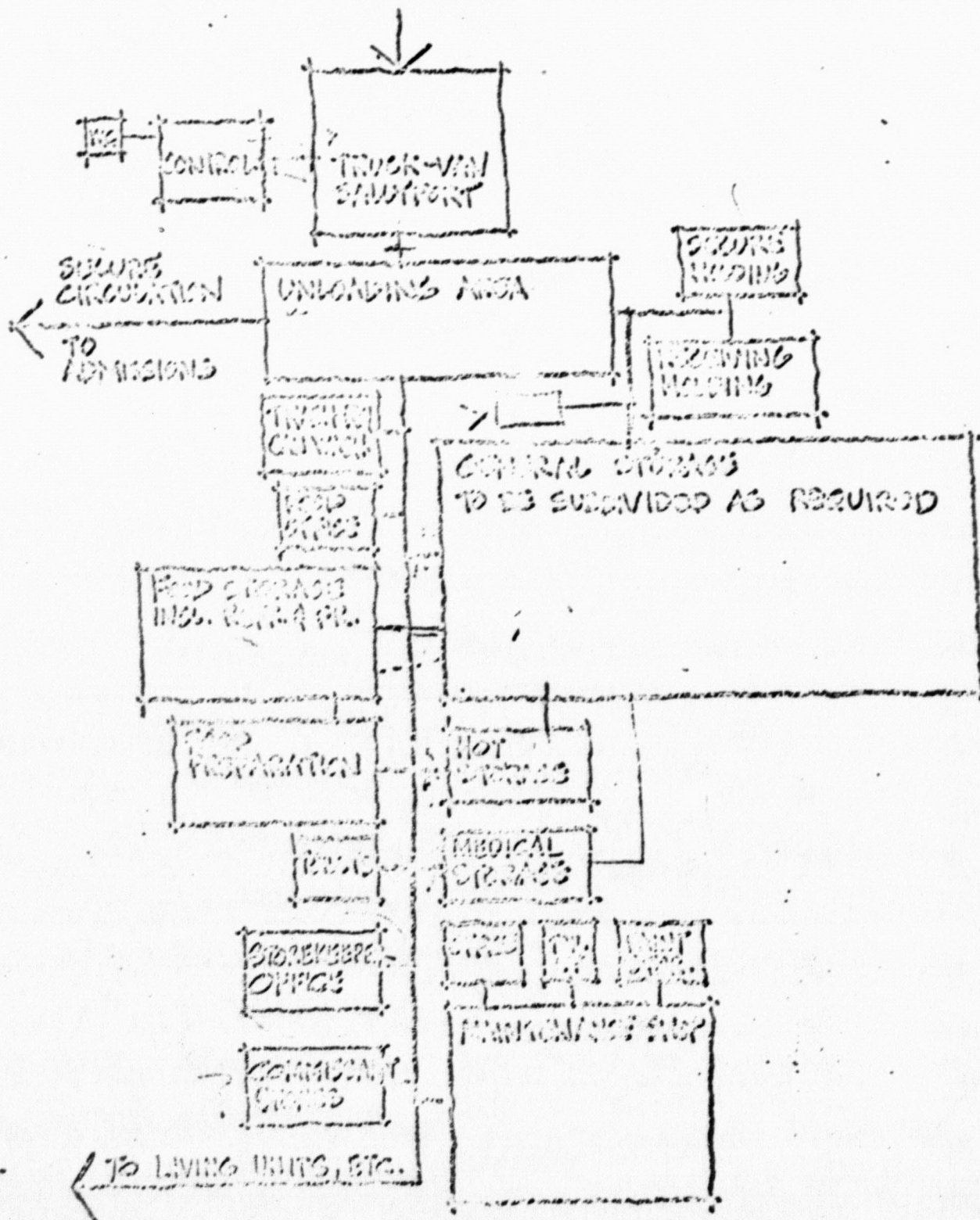
23 APRIL 1971

| SERVICE UNIT                               | AREA (SQ. FT.) |               | NO. OF PEOPLE |
|--------------------------------------------|----------------|---------------|---------------|
|                                            | PER SPACE      | TOTAL         |               |
| <b>A. RECEIVING</b>                        |                |               |               |
| Vehicle Double Sallyport                   |                | 1,000         |               |
| Control Office with w.c.                   |                | 160           |               |
| Vehicle Circulation                        |                | 5,000         |               |
| Parking 1-van, 5-cars                      |                | 1,500         |               |
| Loading Dock                               |                | 800           |               |
| Receiving / Holding                        |                | 400           |               |
| Secure Holding Room (individual)           |                | 200           |               |
| <b>B. STORAGE</b>                          |                |               |               |
| Gen. Storage (To Be Subdivided)            |                | 5,000         |               |
| "Hot" Storage                              |                | 150           |               |
| Laundry Storage                            |                | 400           |               |
| Medical Storage                            |                | 150           |               |
| Commissary Storage                         |                | 400           |               |
| Storekeeper Office (2 desks)               |                | 200           |               |
| Toilets (2)                                | 30             | 60            | 2             |
| Trash Room / Can Wash                      |                | 300           |               |
| <b>C. FOOD SERVICE (CONVENIENCE FOODS)</b> |                |               |               |
| Dry Stores                                 |                | 600           |               |
| Refrig. Storage                            |                | 300           |               |
| Freezer Storage                            |                | 400           |               |
| Food Preparation                           |                | 800           |               |
| Office (2 desks)                           |                | 200           |               |
| Dressing Room with Lockers                 |                | 150           |               |
| Toilets (2)                                | 50             | 100           | 2             |
| <b>D. MAINTENANCE</b>                      |                |               |               |
| Shop                                       |                | 1,000         | 2             |
| Office                                     |                | 100           | 2             |
| Toilet                                     |                | 30            |               |
| Paint Storage                              |                | 100           |               |
| Pipe & Wood Storage                        |                | 100           |               |
| <b>TOTAL</b>                               |                | <b>19,600</b> | <b>9</b>      |



3 control centers?

# SERVICES WAREHOUSE UNIT.



**CHERRY HILL &  
HARRINGTON**  
FORMERLY  
**KELLY & CRUZIAN**  
ARCHITECTS  
PLANNERS  
ENGINEERS

FOLEY SQUARE COURTHOUSE ANNEX  
METROPOLITAN CORRECTION CENTER

FOR THE  
GENERAL SERVICES ADMINISTRATION

GS-02B-16,291

Project No. 31-0323 A 2203

"SPACE DIRECTIVE" PART-A

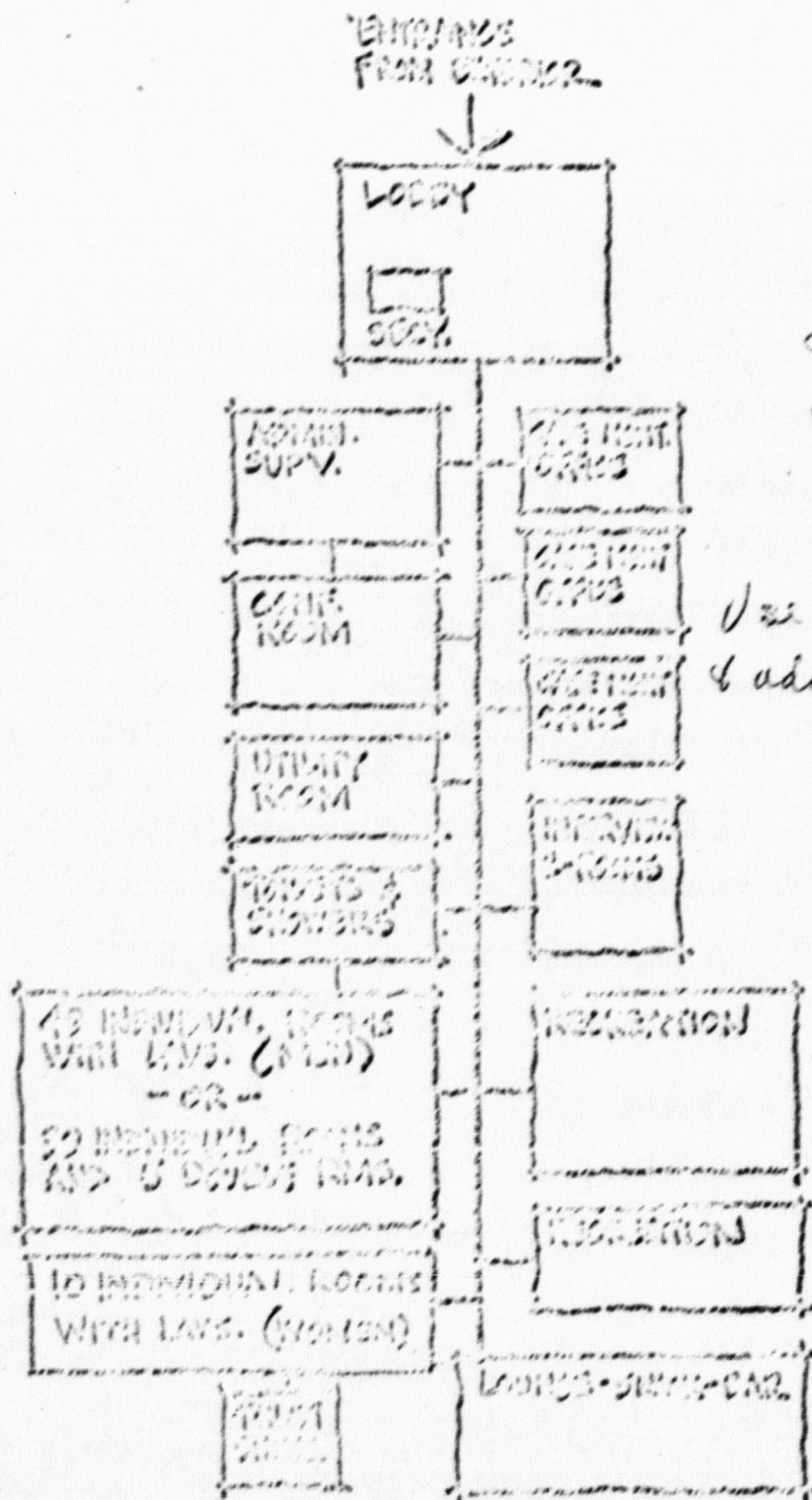
J-1077

23 APRIL 1971

| COMMUNITY TREATMENT CENTER           | AREA (SQ. FT.) |              | NO. OF PEOPLE |
|--------------------------------------|----------------|--------------|---------------|
|                                      | PER SPACE      | TOTAL        |               |
| <b>A. <u>QUARTERS (MEN)</u></b>      |                |              |               |
| (40) Single Rooms w/ lavs.           | 120            | 4,800        | 40            |
| (4) Shower Stalls                    | 30             | 120          |               |
| (1) Toilet Rm. 2-w.c., 2-ur., 2-lav. |                | 150          |               |
| <b>B. <u>QUARTERS (WOMEN)</u></b>    |                |              |               |
| (10) Single Rooms w/ lavs.           | 120            | 1,200        | 10            |
| (2) Shower Stalls                    | 30             | 60           |               |
| (1) Toilet Room 2-w.c., 1-lav.       |                | 80           |               |
| <b>C. <u>GENERAL USE AREA</u></b>    |                |              |               |
| (1) Recreation Room                  |                | 400          |               |
| (1) Recreation Room                  |                | 300          |               |
| (1) Quiet Lounge / Snack Bar         |                | 500          |               |
| <b>D. <u>STAFF</u></b>               |                |              |               |
| (1) Admin. Supervisor Office         |                | 200          | 2             |
| (3) Case Manager Offices             | 120            | 360          | 3             |
| (1) Conference Room                  |                | 140          |               |
| (2) Interview Rooms                  | 100            | 200          |               |
| (2) Toilets                          | 50             | 100          |               |
| (1) Utility / Storage                |                | 150          |               |
| <b>E. <u>LOBBY</u></b>               |                |              |               |
| Including Space for Recept. / Secy.  |                | 300          | 1             |
| <b>TOTAL</b>                         |                | <b>9,060</b> | <b>56</b>     |



# COMMUNITY TREATMENT CENTER



CHECK THIS  
 W/ CAPTION  
 PROGRAM

Use orig. Plan  
 & add women

you clear?

**CHRYSLER &  
WILLIAMS**  
ARCHITECTS  
PLANNERS  
ENGINEERS

FOLEY SQUARE COURTHOUSE ANNEX  
METROPOLITAN CORRECTION CENTER  
FOR THE  
GENERAL SERVICES ADMINISTRATION

GS-02B-16,291  
Project No. 31-0323 **A 2205**  
"SPACE DIRECTIVE" PART-A  
J-1077 23 APRIL 197.

REGIONAL OFFICE

(OFFICES & TRAINING CENTER FOR REGIONAL  
DIRECTION OF COMMUNITY SERVICES)

AREA (SQ. FT.)

NO. OF  
PEOPLE

PER SPACE

TOTAL

A. - STAFF ROOMS

Lobby  
Regional Director's Office  
Secretary's Office  
(6) Staff Offices  
(2) Toilets

125  
30

200  
150  
100  
750  
60

1  
1  
6

B. - TRAINING AREAS

Lobby & Waiting Room  
Coat Room  
(2) Seminar Rooms or 40  
Office & Resource Room  
Seminar Room  
Food Station (Off Lobby)  
Men's Toilet (2-w.c., 3-ur., 4-lavs.)  
Women's Lounge (3-w.c., 3-lavs.)  
Janitor's Closet  
Storage

800

1,000  
100  
1,600  
200  
600  
150  
200  
150  
30  
200

2

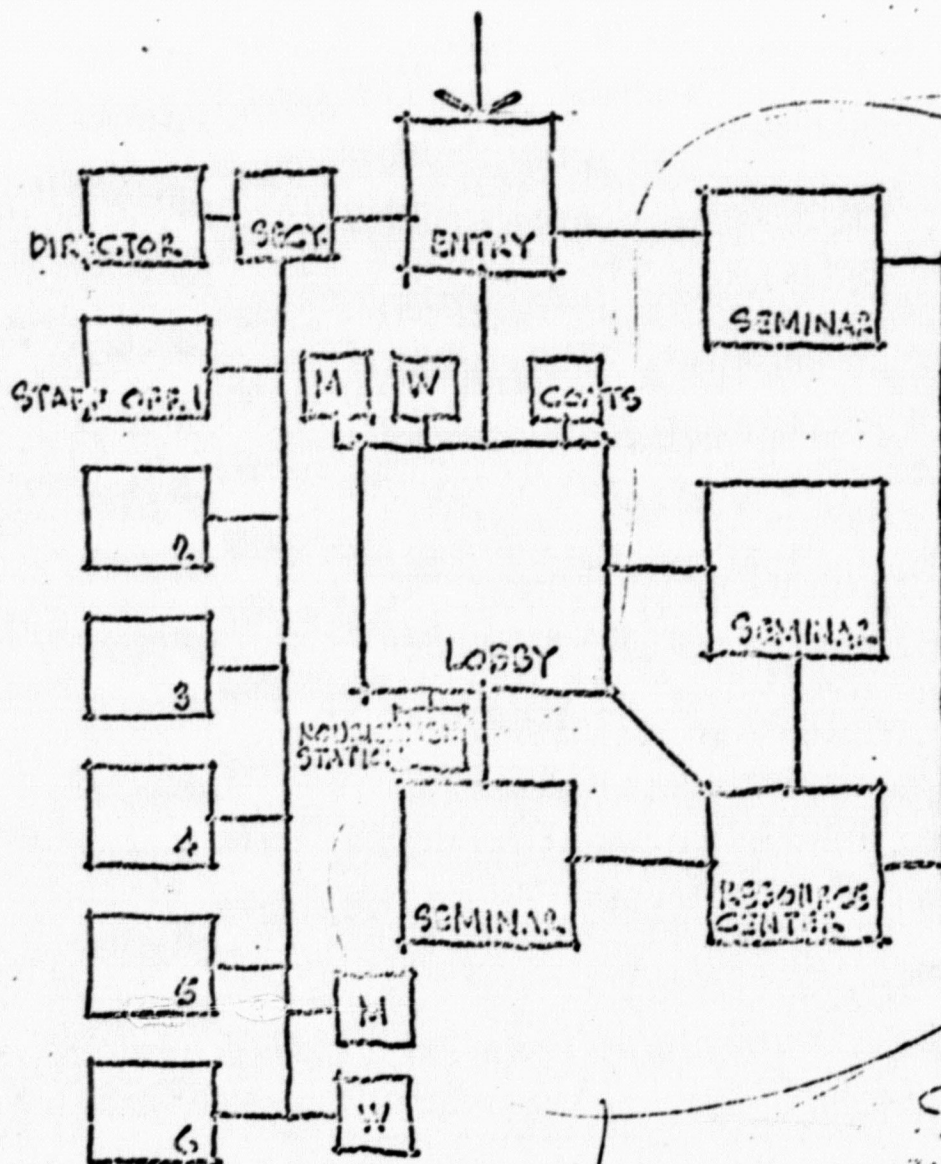
TOTAL

5,490

10



# REGIONAL DIRECTORS OFFICES



SEE EARLIER  
 DIAG.

SEE EARLIER  
 DIAG.

**CHRISTENSEN &  
JOHN A. JOHNSON**  
ARCHITECTS  
PLANNERS  
ENGINEERS

FOLEY SQUARE COURTHOUSE ANNEX  
METROPOLITAN CORRECTION CENTER

FOR THE  
GENERAL SERVICES ADMINISTRATION

GS-02B-16,291  
Project No. 31-0323

**A 2207**

"SPACE DIRECTIVE" PART-A.  
J-1077 23 APRIL 1971

**VISITOR'S QUARTERS**

This Center will serve to quarter Staff or visiting Consultants who for emergency or pressing needs should be adjacent to the Correction Center

ENTRANCE

LOUNGE (WITH PULLMAN KITCHEN)

(4) BED ROOMS WITH PRIVATE BATHROOM

CLOSET (CLEANING)

CLOSET (STORAGE)

**TOTAL**

**AREA (SQ. FT.)**

**NO. OF  
PEOPLE**

**PER SPACE**

**TOTAL**

50

200

180

720

4

30

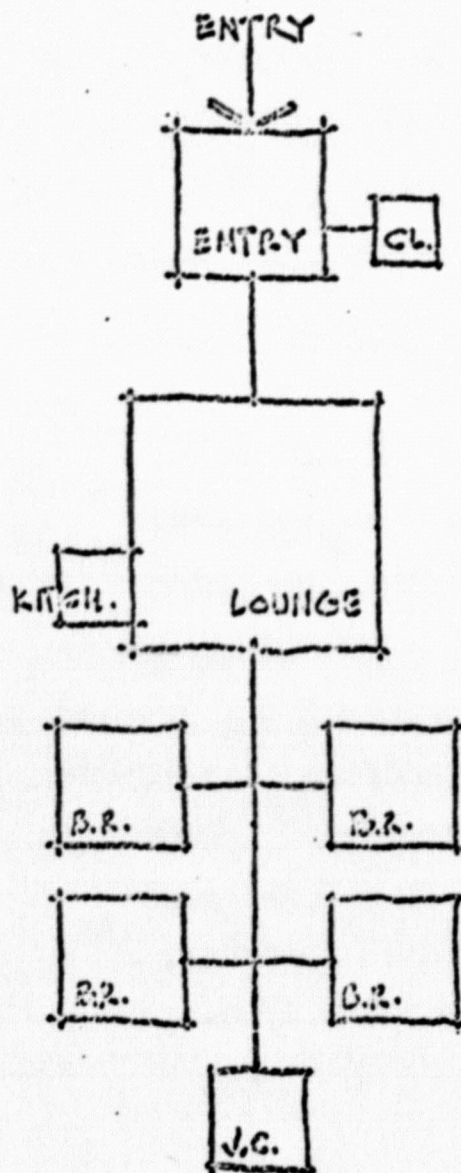
30

1,030

4



## VISITING STAFF QUARTERS



AREA SUMMARY

|                                                              | <u>NET<br/>SQ. FT.</u> | <u>STAFF</u> | <u>NO. PEOPLE<br/>DETAINED</u> |
|--------------------------------------------------------------|------------------------|--------------|--------------------------------|
| Administrative Area                                          | 6,530                  | 17           |                                |
| Admissions Program                                           | 4,120                  | 12           |                                |
| Admissions Quarters                                          | 2,790                  |              | 25                             |
| Release Program                                              | 1,060                  | 2            |                                |
| Functional Unit No. 1                                        | 5,780                  | 3            | 50                             |
| Functional Units Nos. 2, 3 & 4                               | 18,960                 | 15           | 168                            |
| Functional Units Nos. 5 & 6                                  | 13,340                 | 10           | 112                            |
| Medical Clinic                                               | 2,810                  | 8            |                                |
| Detoxification / Psychiatric                                 | 3,790                  | 2            | 23                             |
| Diagnostic Center / Infirmary                                | 4,500                  | 7            | 6                              |
| Outdoor Recreation                                           | 5,000                  |              |                                |
| Service Area                                                 | 19,600                 | 9            |                                |
| Community Treatment Center                                   | 9,060                  | 6            | 50                             |
| Regional Office                                              | 5,490                  | 10           |                                |
| Visitors' Quarters                                           | 1,030                  | 4            |                                |
| Connection to Existing Court House                           | 2,000                  |              |                                |
| Mechanical Equipment Area *                                  | <u>6,000</u>           |              |                                |
| <b>TOTALS</b>                                                | <b>111,860</b>         | <b>105</b>   | <b>434</b>                     |
| ALLOW FOR WALLS, CIRCULATION,<br>SHAFTS, & MISCELLANEOUS 70% | <u>78,500</u>          |              |                                |
| <b>GROSS AREA</b>                                            | <b>190,360</b>         |              |                                |

- \* Allowance for mechanical equipment - heating, cooling, ventilating plant, etc. - although space will be located in adjacent Part "B" Building, it must be assigned to the Correctional Center in proportion to its share.



A 2210



CONTRACT &  
GENERAL  
BUILDING & CONSTRUCTION

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SALVATORE N. ROMANO  
ALBERT J. ZARALBAN

### Suggested System of Convenience Food Operation

Our recommendation is that the food service operation for this institution be based on the total use of pre-frozen, pre-prepared entrees, vegetables, and other food products, including salads and baked products, with the possible inclusion of minimal emergency cooking facilities. Total disposable service is suggested in conjunction with this system.

*Handwritten note:*  
• *Hand mass should react - perhaps with R-12*

The main food storage, distribution, and "pre-preparation" area should house individual roll-in type freezers and refrigerators, with each freezer and refrigerator unit assigned to a specific food product. This will provide for easy accessibility of a given food product and improved systems of distribution control. The emergency cooking equipment, consisting of one (1) kettle, one (1) steamer, one (1) convection oven, and one (1) two-burner range top, will be located in this area. A small mixer and slicer should also be furnished to work in conjunction with this equipment.

The total daily food needs of each inmate unit will be delivered to the respective service pantries at the beginning of each day. The only food products reconstituted are the requirements of each respective unit. Food waste is kept to a minimum.

The serving pantries in each unit will contain a food reconstituting unit, a 30 cubic foot freezer, and a 30 cubic foot refrigerator, in addition to a coffee maker, toaster, ice, etc. A small serving counter is also to be provided in each unit with the exception of the infirmary. Disposable trays, dishes, flatware, and portion-controlled products such as sugar, salt, pepper, etc., and napkins will be kept in the serving pantries. The hot food items for the inmates will be reconstituted in 12" x 20" disposable pans and dished out directly to the inmate from the serving counter. The type of food reconstituting unit used should be able to cook fresh, refrigerated, or pre prepared frozen food items to allow complete flexibility if so desired. (See enclosure.)

Because of the small number of inmates and staff to be served in each unit (approximately 50), we suggest that the inmates be used to serve food and clean up on an alternating system.

After each meal, trays and other disposable items are to be deposited in disposable bags which are held in portable frames with wheels. The bags are then collected and disposed of at a central compaction area.

After the evening meal, the foods not reconstituted are to be returned to the main storage area, where credit is made for returned foods. The next day's needs are made up by the "Storeroom Man" and rolled into refrigerators for next morning pick-up.



The above recommended system by no means constitutes a final recommendation and is only meant to stimulate thoughts and ideas for meetings with all parties concerned in the near future.

A 2213

FOLEY SQUARE COURTHOUSE ANNEX  
New York, N. Y.

REPORT ON OVERALL NETWORK PROJECT ANALYSIS

In creating the CPM diagram depicting the logic and durations for design and construction activities in connection with the above captioned project, certain assumptions were necessary. These are based upon the considered judgement of the architect, the structural designer and the mechanical designer, and reflect our own experience on projects of somewhat similar nature. They are made in the context of the very preliminary data available and are directed towards a project completion within the parameters of time and cost as set forth by GSA.

It is assumed that the detention center, Building A, will contain in the neighborhood of 200,000 square feet and will be situated on the larger lot. The office building, designated B, apparently will be roughly 135,000 square feet in gross area and will be located on the smaller lot.

??  
The buildings will extend to the lot lines on all sides, and each will be approximately eight stories in height and contain one basement. Ground conditions in the area could very likely impose a one basement limitation since construction of a sub-basement would probably require costly de-watering.



## A 2214

Structural steel framework appears more feasible than reinforced concrete because of the configuration of the buildings. Reinforced concrete might require a more costly beam and slab design, and the steel building could be erected in less time, which is of primary concern.

?

All mechanical equipment is to be located in Building B, and it is assumed that it will be placed in the basement of this building rather than on an upper floor. This will permit the setting of equipment and the start of rough-in work to begin without waiting for construction to advance to a higher elevation.

The HVAC system could be designed keeping sheet metal ductwork to a minimum by the use of self-contained units. This procedure would de-emphasize the need for sheet metal workers, who are in short supply, and eliminate much of the time required in connection with shop drawings and fabrication of ductwork.

In order to permit the start of superstructure construction on the first building at the earliest possible date, it is assumed GSA would prebid the fabrication, and possibly erection of structural steel as soon as structural drawings have been completed to the point where this could be done. This contract would later be assigned to the general contractor. Accordingly, the diagram indicates that GSA will review the structural drawings after 13 weeks progress on structural design, which should be at a point where steel award can be made. The eighteen weeks allowed for mill order and fabrication, with an

## A 2215

early date of April 28, allows five weeks of float time between delivery and start of superstructure for Building A on June 2nd, 1972. This, therefore, actually allows more time for fab and deliver than is shown, or additional time for the designers to bring drawings to a more advanced state of completion.

It is assumed that any possible residual effects of a steel strike threatened for this summer will not be sufficient by this time to effect the schedule.

After working drawings for the superstructure are completed, GSA will immediately prepare reproducible and go out for bids, rather than delay this action until all review and revisions have been made. During the first part of the bidding period the review of drawings will be made and necessary revisions and addenda issued prior to the second half of the bid period.

This concurrent review and bidding will gain 3 weeks of time over the method of complete review prior to the bid period.

Several options by GSA are included in the present agreement with the Architect. The schedule indicates that these must be elected by GSA well within the maximum time allowed to provide continuity of work. The first relates to the preparation of tentative documents. The latest allowable date for election by GSA is September 25, 1971, whereas the schedule shows that this work can continue without interruption. The second option effects the start of working drawings. The latest allowable date is December 25, 1971,



## A 2216

and the required date is August 27. The option related to movable partition drawings for building B allows a late date of March 25, 1973 for election, and the schedule calls for March 17, 1972.

As of this date it appears that procurement of materials and equipment will present no particular difficulty. Elevator equipment can be procured in seven months from date of awarding contract and installation completed within about four months from the date roof is completed, providing a weather tight machinery room.

The expectation is that GSA will purchase the site by September 1, 1971, and allowing 6 weeks for relocation or vacating tenants, the demolition of existing buildings can begin by October 13th. Substructure for Building A should begin by mid-November and complete in six months, or mid-May 1972. Six months construction time for superstructure to roof completes December 4, and an additional 6 months for interior finish work projects to June 4, 1973 as the completion date for Building A.

The key dates in the schedule related to design conform to the agreement between GSA and the Architect and are as follows:

## A 2217

|                                                         |          |
|---------------------------------------------------------|----------|
| Final outline and preliminary network analysis complete | 4/23/71  |
| GSA review and approve final outline                    | 5/7/71   |
| Complete and present concepts                           | 6/11/71  |
| GSA Review concepts                                     | 6/18/71  |
| Complete tentative design                               | 8/6/71   |
| GSA review and approve tentatives                       | 8/27/71  |
| Prepare substructure working drawings to 50%            | 10/29/71 |
| Complete substructure working drawings                  | 1/21/72  |
| Complete superstructure working drawings                | 3/17/72  |

Excavation for Building B starts December 20, 1971 and substructure should be completed by June 20, 1972. Assuming five months for construction time to roof, and an additional five months to perform interior finish work, the completion date for Building B is April 20, 1973.

Severe weather conditions, particularly during the winter of 1971-72, could have an adverse effect on construction of substructure and extend the completion dates accordingly.

CPM ENGINEERS, INC.

R. L. Stanert  
April 20, 1971



A 2218

*Xtra*

*Item #4 - No. 6*

1. OUTLINE OF ARCHITECTURAL  
REQUIREMENTS FOR THE MANHATTAN  
METROPOLITAN CORRECTION CENTER  
OF THE

FOLEY SQUARE COURT HOUSE ANNEX

APRIL 23, 1971

REVISED MAY 12, 1971

APPROVED BY BUREAU OF PRISONS

MAY 13, 1971

U.S. BUREAU OF PRISONS  
DEPARTMENT OF JUSTICE

PUBLIC BUILDING SERVICES  
GENERAL SERVICES ADMINISTRATION

**GRUBBEN & CO.**

ARCHITECTS

1700 BROADWAY  
NEW YORK, N. Y. 10019  
AREA 212 582-7040

CONTRACT NO. GS-02B-16,291  
PROJECT NO. 31-0323

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FOLEY SQUARE COURTHOUSE ANNEX  
METROPOLITAN CORRECTION CENTER

FOR THE  
GENERAL SERVICES ADMINISTRATION

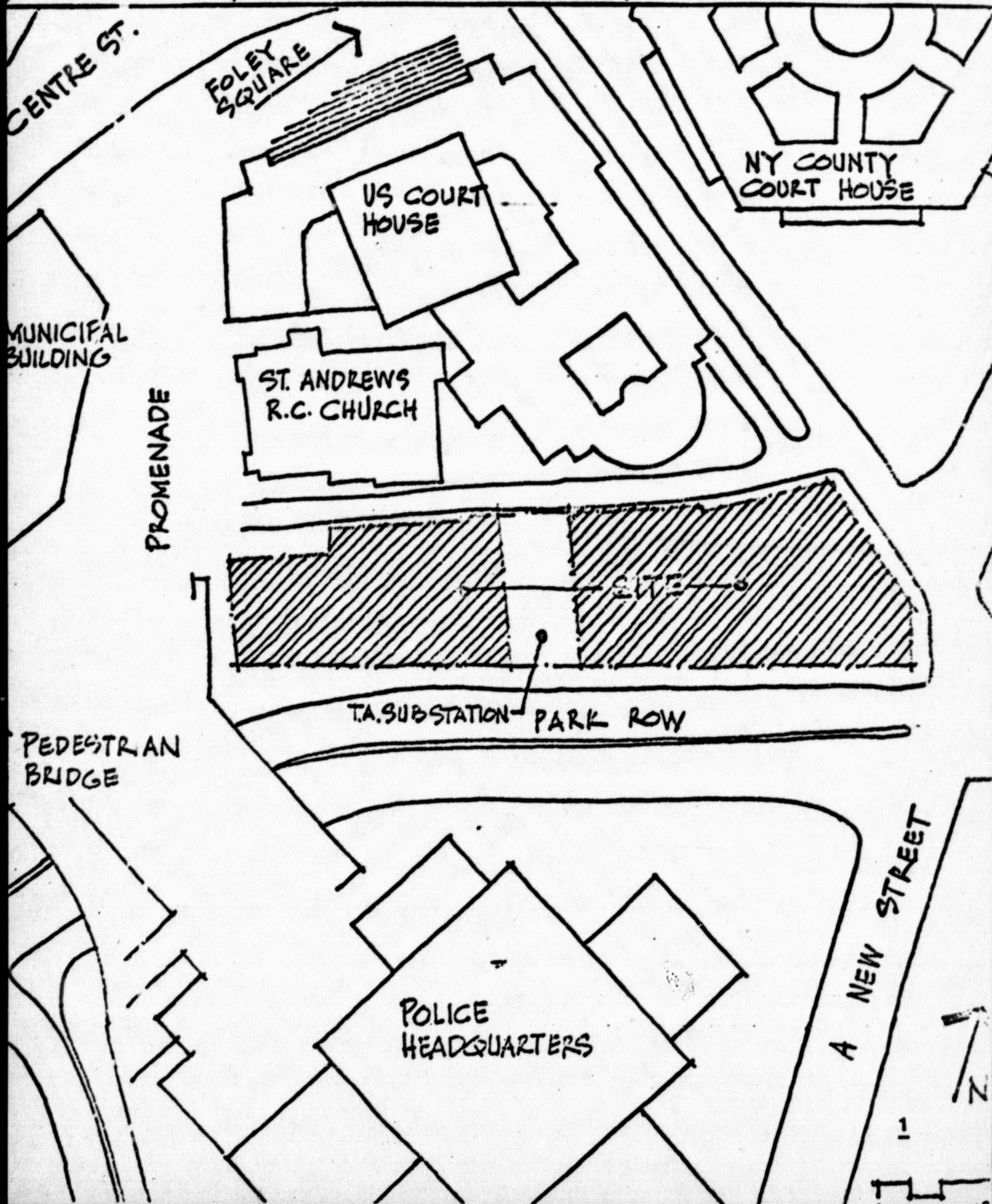
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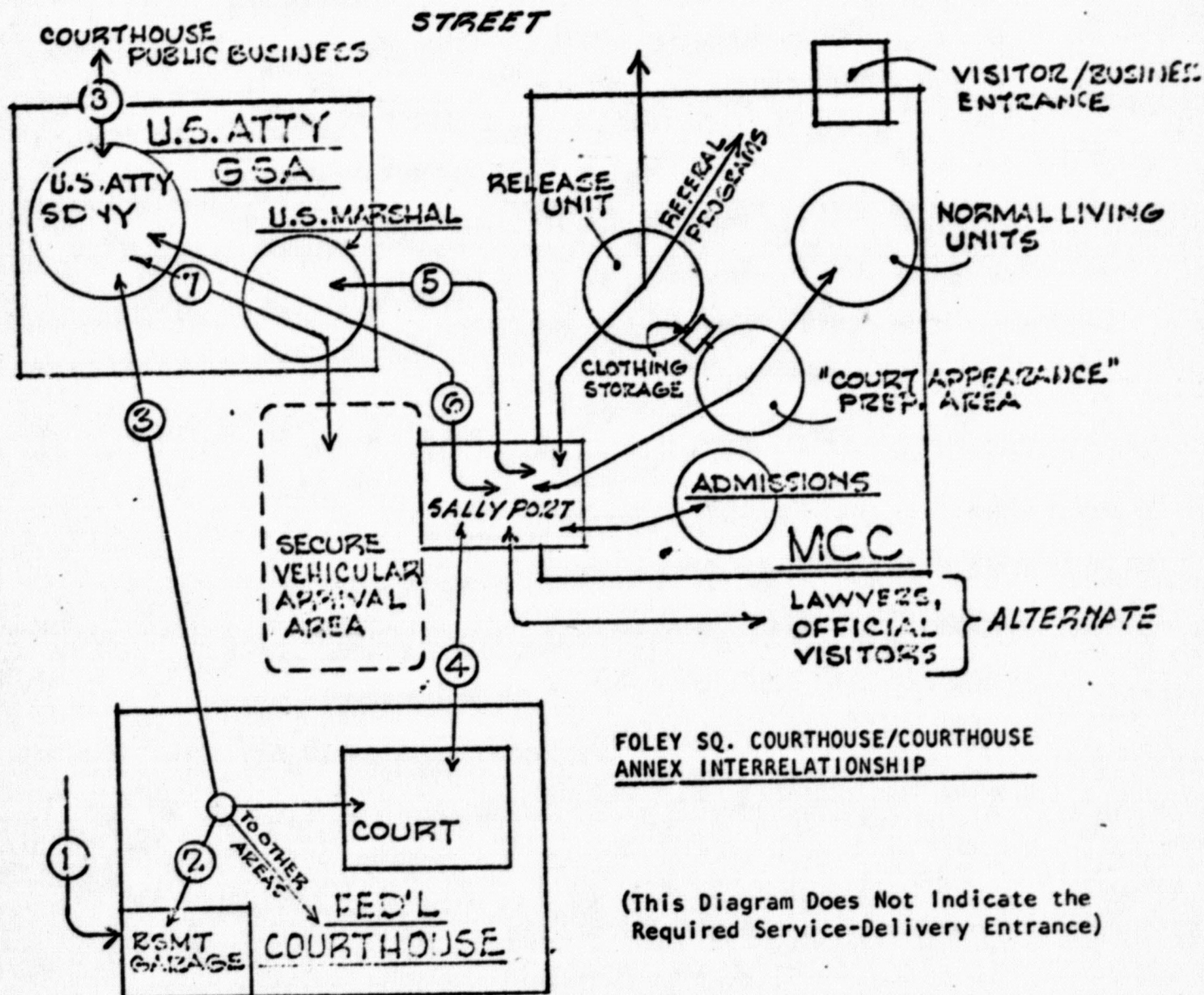
SITE PLAN

J - 1077

23 April 1971



FOLEY SQ. COURTHOUSE/COURTHOUSE ANNEX INTERRELATIONSHIP



1. Existing vehicular ramp to basement garage
2. Possible connection to new U. S. Attorney passage via existing elevators and corridors
3. Multi-(person) classification passage, Courtroom Atty's, Fed. Agents, Witnesses, Informers, Exhibit material, documents, detainees etc.
4. Detainee/U. S. Marshal
5. U. S. Marshal to "Court Appearance Unit" within MCC
6. Arresting Agent/Detainee (If detainee held at MCC prior to arraignment)/ U. S. Marshal
7. Arresting Agent/Detainee (Court In-Session)
8. Supervised public entrance to U.S. Attorney Offices



INTRODUCTION

The construction of a METROPOLITAN CORRECTION CENTER for the Federal Bureau of Prisons, to which this Program is directed, is designed to replace and relocate the present Federal Detention Headquarters located on West Street in Greenwich Village, New York City and to supplement the existing Community Treatment Center Program.

The existing detention facility, housing detainees awaiting trial at Foley Square was converted 39 years ago from an even older auto garage. This fact only begins to indicate its physical, psychological and correctional inadequacies and obvious need for replacement.

Site and Interrelationship of the MCC with Adjacent Facilities:

The MCC is one of two facilities contemplated for a site situated adjacent to and east of the existing Federal Court House at Foley Square. Its sister facility is primarily an office building which will house the offices of the United States Attorney, Southern District New York, the Justice Department's "Strike Force" and the U.S. Marshal. Although this office building is a separate program it has a relationship with the MCC which will be explained later in the text.

Because the site is bisected by an existing NYC Transit Authority electrical substation the two facilities will most likely be two separated multi-story buildings each occupying its own portion of the site.

Both facilities will connect physically with the neighboring Court House and, if possible, with each other.

The MDC is contemplating as a multi-story structure serviced vertically by a system of "secure" and "non-secure" (but potentially secure) elevator banks and protecting the outside world by the device of controlled sally ports at the Security Perimeter. A few sections of the MDC will be outside the Security Perimeter as later detailed in this program.

Concept:

Planning for the New Metropolitan Complex is based on the premise that pre-trial detainees, being presumed innocent, should not be submitted to any restrictions beyond those justified by the specific purpose of their detention, that is, to guarantee their appearance in court at the day and hour of hearing or trial.

While a person is detained the government is obliged to care for him and to protect him against dangers to his personal rights. These duties extend not only to proper feeding, clothing and health care, but also to treatment according to general American standards of decency and the full protection of his human rights.

Even though he may be dismissed on the current charge, the detainee often is a person with varying degrees of social maladjustment.

By using the opportunity presented through his contact with the



## A 2224

Metropolitan Correctional Center to analyze his needs, and to direct him to the proper community agencies for assistance, the MCC can serve as a preventative weapon in the war on crime. The increased requirements by the courts for more complete and accurate information upon which to base the sentencing of individuals indicates there will be an increase in the number and quality of pre-trial and pre-sentence observation and study reports requested by the Federal Courts. Thus by providing this service and information the MCC can assist the U.S. Court in processing cases more efficiently.

### THE FUNCTIONAL UNIT CONCEPT

#### Introduction:

In order to place the MCC units outlined in the remainder of this building program in proper perspective it is necessary to explain the concept of the "Functional Unit". The Functional Unit is located in a physical space specifically designed to facilitate a planned program. The Functional Unit operates independently to the extent that the staff, or team, assigned to the unit are responsible for planning, implementation, and maintenance of that program. Coordination between Functional Unit Programs is accomplished by the higher level managers who insure that Functional Unit Program objectives and operations are in congruence with the MCC program objectives. It is important to understand that all activities and services for detained persons will, whenever possible, be provided directly in the unit where these persons are billeted. Some basic activities are: counselling service, assistance

## A 2225

with outside affairs, dining, recreation and/or education activities, work, and visiting, both personal and official.

The Functional Unit concept will insure services and programs in close proximity to the users and provide physical control over the detainees with a minimum of effort by maintaining inmates in relatively small independent groups.

The independent nature of the Functional Unit permits relatively simple program alteration. As the population characteristics change, and need requirements change, Functional Unit programs may be individually altered, removed or added with minimum disturbance to the basic organization.

Functional Unit programs lend themselves to differential allocation of specific resources; both staff energies and physical plant. For example, some persons may require closely supervised visiting with special facilities and specially trained staff while others may require little supervision and no special facilities.

The Functional Units contained within the Metropolitan Correction Center are listed below :

1. ADMISSIONS

Admissions Program

Releasing Program

Court Appearance Program



## A 2226

### 2. FUNCTIONAL LIVING UNITS

- a. Each Functional Living Unit will have provisions for housing detainees in three categories of security i. e.: Close, Medium, Minimum or Supervision only, except that one living unit shall be designed for use as a segregated close supervision unit.
- b. One living unit shall be similar to a normal functional unit except that detainees shall be housed in dormitory spaces.
- c. One living unit shall be similar to a normal functional unit except that it shall be designed as a C. T. C. and have direct access outside the security perimeter.

### 3. MEDICAL

Diagnostic

Clinic

Psychiatric

Detoxification

Infirmery

### 4. ADMINISTRATION

Management

MCC Administration

### 5. SUPPORT SERVICES

Food Service

Laundry\*

Warehouse

Maintenance

A 2227

ADMISSIONS UNIT

The largest volume of detainees (275<sup>±</sup> per month) to be processed through the MCC will be programmed here. Since 50% of the entrants will have their only contact with the MCC through the Admissions unit, all services provided to them will be provided in this unit.

A. ASSISTANCE & ASSURANCE:

to many this will be their first introduction to a correctional institution. The experience is a frightening one; therefore, assistance and assurance will begin here. Most men (and women) are unexpected detainees and have need for their family or friends to be informed of their circumstances. Most devastated are those whose families have no phones, when they are from out-of-town or from foreign countries. During the period of initial identification and processing the entrant will have an opportunity to telephone family and community. Family/job/community crises may also be circumvented through the intervention of caseworkers and social service agencies. Staff, caseworker, and social service offices and conference rooms also are provided to meet these needs.



3. INMATE IDENTIFICATION & CLASSIFICATION:

In addition to the basic procedures of photographing, fingerprinting, and criminal record data retrieval, the identification process, through extended interviews and psychological and medical screening will provide:

- a. Help to the court in making decisions pursuant to the detainee's status (mental and physical health, criminal, non-criminal, escape risk, etc.) and assignment.
- b. Help to the MCC managers in determining the detainee's physical, mental and control needs.
- c. Accurate, quantified information, to the MCC managers that describes the traffic flow, characteristics and needs of the current incoming population.

6. INITIAL ENTRY & DETAINEE PROCESSING:

1. ADMITTANCE:

Detainees first enter the MCC under the charge of either Federal agents or the U.S. Marshal.

When the adjacent court is not-in-session, the detainee will be left at the MCC by a Federal Agent for "safe keeping" until arraignment can be effected.

When court is in-session the detainee will be brought to the admission unit by a U.S. Marshal only after arraignment. (At

## A 2229

present a duplication of some identification functions, as well as detention cells, exists within the programs for the proposed adjacent U.S. Marshals' facility. This possible conflict can be resolved in the planning of the adjacent U.S. Attorney/GSA building).

The detainee should be logged in by the Records Officer and the responsible officer, marshal or agent, who has brought him to the Center, should then relinquish his custodial responsibility and should fill out the required information forms. This information should include all the presently available data, observations and circumstances pertaining to the accused which has a bearing on his custodial and service needs. Whenever the accused is a man who has been committed by the courts, the officer, with the courts' cooperation should have an accompanying folder containing all ROR verification and arraignment forms already completed.

The inmate should next be sent to the "Waiting Area" where he will stay until he can be interviewed. The information forms which have been prepared by the Records Officer should be added to the accompanying folder and sent immediately to the Intake Officer.



## A 2230

### 2. SEQUENTIAL STEPS IN INITIAL PROCESSING OF ENTRANT:

- a. Detainee placed in a Waiting Area pending processing where he may be advised of his rights and informed of what he might expect during his stay in the MCC.
- b. Civilian clothing is next exchanged for institutional clothing (a supply of which is kept readily available in the dressing room). The problem of contraband in the present Detention Headquarters makes this mandatory. Staff members will store the street clothing in the clothing and effects storage room.  
  
If the detainee's clothing is "unpresentable" for court appearance, it can be cleaned on an emergency basis in a small launderette section provided for this purpose.
- c. Shower and toilet facilities are made available if required.
- d. Telephone availability: At this point in the processing sequence the detainee will be allowed access to public telephones conveniently located in the processing area.
- e. Medical examination: Unless the entrant is in need of genuine and immediate medical attention and is required to go to the Medical Unit outside of Admissions, this function consists of a written medical history recorded

## A 2231

by a Medical Technical Assistant (MTA) in an available general use office or interview room. Accessibility to the Medical Unit is a requirement here. The psychologist whose primary office is in the Medical Unit will also be available to the Admissions program.

- f. Identification (and Classification): The detainee is interviewed, photographed, and finger printed, and the dossier compiled by the Court, arresting officer or Marshal is examined. Use is made of the computer terminal, communications apparatus and data retrieval equipment and facilities in order to determine if other agencies or institutions have information pursuant to the detainee. On the basis of the assessment of information gathered in the above process the Intake Officer evaluates the detainee and decides on an appropriate unit assignment.

Continued



## A 2232

- g. FOOD SERVICE: If it has been determined that the detainee has not eaten in some time or has missed a meal during the normal processing period (sometimes up to two hours) he is entitled food. Meals could be taken in this unit's Housing section section All Purpose Room.
- h. COUNSELING WAITING: After identification processing the detainee is escorted to a waiting/holding room to await the counseling staff's services.

The operations noted under Steps a.) through f.) above are naturally interrelated and should occur, therefore, in the same general area.

A barber chair and sink facility will be provided in the area for the purpose of haircutting and/or shaving if detainee's need so dicatates.

### D. STAFF & COUNSELING:

At the conclusion of the initial processing procedure, assistance is again made available to the detainee. The only recourse a detainee has in terms of need fulfillment is to communicate with someone who can listen, understand, and respond appropriately. It is vital, therefore, that at time of admission each detainee be assigned a social worker who can be perceived as a concerned party. The social worker will review the prisoner's records and the Intake Officer's notes.

## A 2233

The social worker's function and approach should be as non-custodial in feeling as the demands of the situation will allow. He will respond to all questions and concerns of the inmate and clarify the rules and regulations he needs to be familiar with. Most importantly, the social worker will explore the needs for immediate intervention in the inmate's behalf and determine whether or not his basic civil rights of phone calls and legal counsel have been provided. If, furthermore, due to his own observation or the inmate's sharing of additional information with him, the social worker disagrees with the Intake Officer's quarters assignment, the social worker would be able to negotiate this matter with him with a view toward a re-assignment.

Since Admissions is a functional unit, the Program Managers (Admissions Staff) will also have their own offices in this unit. Housekeeping, storage, toilets, and ancillary rooms are required throughout the unit.

### E. LIVING AREA:

In this unit all rooms will be secure single rooms that contain their own private toilet/lavatory facility. A telephone jack will be provided between each room on the outside wall (when needed the phone can be handed into the room by a staff member).

(See Normal Living Units section for notes on the classification of Detainees. Since all detainees in Admissions occupy single rooms the considerations of Supervision and Hardware make



## A 2234

segregation by classification less of a problem. Also see Normal Living Units for General Activity Space functions indicated in the Space Directive for the Admissions Unit.)

Since the detainee's stay in this unit will be short -- average 12 to 24 hours, maximum 72 hours, an individual visitor may meet with an inmate in one of the vacant general use offices or other available space.

### F. RELEASING PROGRAM:

This unit is intended to be adjacent to, but physically separated, from the Admissions area. ♣

In keeping with the precepts stated in the Introduction to this Building Program it follows that the program for release of detainees should provide for needs other than just the returning of their personal effects. Space is, therefore, provided for a Release Counselor to interview the releasee and process employment placement and the appropriate social service assistance referrals. The Admissions unit's storage of personal property should be convenient to this area to expediate the return of the detainee's effects.

### G. COURT APPEARANCE PROCESS AND INTERRELATION WITH PROPOSED ADJACENT GSA BUILDING & FEDERAL COURTHOUSE:

The concept of the MCC as an annex to the Foley Square Federal

## A 2235

Courthouse is a proper one in that its primary function is to detain inmates in preparation for court appearances. The present Manhattan Federal Detention Headquarters produces approximately 14,000 persons yearly for processing through the court. On peak days as many as 80 detainees may pass back and forth between the MCC and the Federal Courthouse (compare this figure with the MCC's daily average intake of 12 - 16 persons).

Space for this process will be provided in or physically adjacent to the Release Unit and be comprised of two dressing rooms (male and female) that are accessible to the clothing and personal storage room. Lavatories will connect to each dressing room. A collecting "foyer" off the sally port is contemplated.

### 1. POST-ARRAIGNMENT PROCESS:

The U. S. Marshal will arrive at the Admissions Unit entrance via a passage from the proposed adjacent U. S. Attorney building. The detainee is brought to the Admissions Court Process area from the Normal Living Units (located on the floors above) and after a clothing change is escorted by the Marshal to the court. After the court appearance the process is reversed and the detainee returns to detention or is released to the community either directly or through a release referral program via the Releasing Unit.



2. PRE-ARRAIGNMENT PROCESS:

When the court is not in session an arresting agent may bring an arrested person to the Admissions Unit for safe-keeping until court is again in session, at which time the accused is escorted to the U. S. Attorney's Office and then to the Arraignment Court.

When the court is in session the accused and arresting officer go directly to the U. S. Attorney. If, after arraignment, the accused is to be detained, the U. S. Marshal escorts him to the MCC whence he is processed through Admissions.

Some of the complexities of planning problems are:

- a. The initial entry of arrested persons via car or van
- b. The arrival and departure Out-of- (U. S. Attorney Southern) District prisoner vans
- c. The provisions for secure, segregated and discreet admittance and exit of personages, witnesses, informers, etc.
- d. The necessary pedestrian inter-connections of the Court House/ Court House Annex complex can best be illustrated by the accompanying space diagram on Page 2.

## A 2237

### NORMAL LIVING UNITS

The Normal Living Programs are the core of the MCC. These programs, located within the individual "functional unit" and operated by the "functional unit teams", will provide, or make arrangements for all programs and services required. The Normal Living Programs should be organized according to specific clusters of needs as identified in the MCC population.

Each Normal Living Unit will contain:

1. An entrance directly into the unit from inside the security perimeter
2. An entrance into the visiting area from outside the security perimeter via a sally port controlled remotely from the Main entrance control center
3. Two sleeping modules for approximately 25 persons, each with:
  - a. Individual rooms
  - b. Each sleeping module will have the capability of being isolated from the other but having access to the general activities, visiting, and staff offices and outside telephones.
4. A general activities area for dining, recreation, barber service, education, religious services, transient commissary, etc.



## A 2238

5. Staff offices
6. Visiting rooms for official and personal visits
7. Water closets and showers with privacy features in each sleeping unit
8. Water closets off the general activities area.

### CLASSIFICATION OF DETAINEES, SEGREGATION & SECURITY:

Degrees of inmate classification -- age, record, type of offense etc., are becoming increasingly important in segregation.

The present classifications are variants on the following:

male/female

youth/adult

sentenced/unsentenced

The uncertainty of having to project future needs for various occupants, however, is lessened when one considers the Functional Unit's built-in flexibility.

Flexibility in terms of the degree of security is obtained through SUPERVISION (Observant Guard) and hardware (Locked Door). Security in the proposed institution will depend more on supervision than on the traditional elements of prison construction.

Operation of sally ports at elevator halls will provide the security difference between high and medium control requirements on the one hand as compared to supervision control on the other.

Separation of detainees is critical in order to guard against the subjugation of people under a lesser degree of security by including them in an area with those requiring maximum security measures.

## A 2239

The attached SPACE DIRECTIVES indicate that each functional unit shall be flexibly designed to permit varying degrees of detainee control.

It is hoped that these Functional Units can be separated by floors.

Design and construction will be substantially the same for each division except for segregated high control only. Perhaps certain fixtures, etc., will vary.

### GENERAL ACTIVITY SPACE:

#### 1. FOOD SERVICE:

Food will be brought to each Functional Unit by cart in bulk form (See attached food service report by Romano & Zaralban).

#### 2. COMMISSARY:

Commissary items will be made available to detainees in this area by means of a portable vending cart (See SUPPORT SERVICES "Warehouse" commissary stores).

#### 3. BARBER:

A space for a permanent economical barber chair and lavatory will be provided within this area for a transient barber.

#### 4. PHYSICAL RECREATION:

This space is conceived as a small "work-out" gym. Many detainees appreciate energy dissipating activity such as ping-pong, weight lifting, and exercise equipment.

#### 5. QUIET RECREATION AND EDUCATION:

Facilities will be provided for commercial and closed circuit television. There will not be any television in bedroom areas.



## A 2240

### 6. TELEPHONES:

Access to public telephones and outside lines is available in this general area. Type of telephone service and control of long distance calls is to be worked out.

### 7. VISITING:

The visiting booth incorporating a bullet-proof glass partition, telephone communication and non-physical contact precautions is an outdated concept. Family visitors will be brought directly to the Functional Unit and meet with the detainee in an open group visiting room. The planning for this function will be same for each F. U.

Visitors will arrive in the secure Visiting Room which is connected to a sally port under the control and surveillance of the Main Entrance control center. The Visiting Room could be convertible to other functions "after hours" and might well be one of the programmed Multi-Purpose Rooms.

The detainee enters the Visiting Room after first passing through a "search" room. Control in the different security units is again a management consideration.

In the case of max. security visiting the detainee would not be allowed to mix with group visitors, but would be taken to a convenient empty room under supervision to meet privately with his visitor.

## A 2241

### MEDICAL UNIT

The Medical Unit will contain several programs most of which center on the need for medical staff and specialized medical facilities. An extensive Diagnostic Center (a social/behaviorial program rather than a medical one) is also included here.

The subdivisions of this unit are Diagnostic, Detoxification, Clinical, Psychiatric and Infirmary.

The Unit will be entirely within the security perimeter but will be accessible to certain out-patients and the CTC program.

Security will be required for the Psychiatric, Detoxification & Infirmary Divisions:

Standard hospital type beds and a 28" high locker will be used in all patient rooms. A Nurses' call device will be provided in each patient room.

If space considerations require that the Medical Unit be divided between floors, there should be convenient direct access between the divisions. Long walks are to be avoided.

If Detoxification, Psychiatric and Infirmary are closely related in plan and are on one floor a single nurses' station can be shared.

### DIAGNOSTIC CENTER:

This Center is a complete facility equipped to examine defendants



## A 2242

referred by the courts. It is also programmed to handle out-patients or those individuals confined in the MCC. In-patients served by the Center will be housed in the other divisions of the Medical Unit. The Center will produce such diagnostic studies as requested by the courts, to include psychiatric and pre-sentence studies.

### CLINIC:

This section should be made most accessible to the Admissions Unit, to "sick call" inmates from the Living units, and out-patients (the CTC occupants and those categories so designated by the courts).

The dental, x-ray, examination and treatment rooms are to be located off a lobby-waiting area and nearest to the entry since they will receive the most traffic.

Medical storage should be next to the Pharmacy. The laboratory does routine blood and urine analysis -- anything more complex is "sent out".

A desirable arrangement would be to place the Records between the M. D.'s and Administrator's offices.

### DETOXIFICATION:

This division is intended to facilitate with proper medical care the withdrawal from various types of chemicals to which a person has been addicted -- drugs, narcotics, alcohol, etc. Approximately 30% of those admitted to the MCC will be assumed to show symptoms of chemical withdrawal. Three out of every five CTC referrals have a history of addiction. Certain out-patient care will be provided in the detoxification unit.

## A 2243

Isolated rooms are a requirement, therefore, each room has its own private w. c. and lavatory.

Provisions are to be made for at least three individuals who need secure control.

Detoxification may be related to Infirmary in regard to flexibility of bed use, however, functionally this division is better related to Psychiatric if space limitations necessitate; they could also share a central nurses' station.

### PSYCHIATRIC:

This division is intended to provide short term temporary treatment for psychiatric cases not containable in other programs.

The staff based here is also on call to the Admissions Unit.

See also Detoxification.

### INFIRMARY:

Care here is also to be considered short-term. Location of this division is not as critical as the others, but it should be convenient to the Clinic area.

### LINEN AND UTILITY

There will be one centrally located linen storage and utility room.



ADMINISTRATION & MANAGEMENTA. MANAGEMENT:

There should be two principal entrances to the MCC: One, the public entrance (the "front door"), would lead to a public lobby, the Administration Unit and the non-secured elevator bank, while the other (the "back door"), would allow admittance to the Admissions/Releasing/Court Appearance complex.

The public entrance, the public lobby and the non-secured elevators are under the surveillance of the sally port (located between the lobby and the interior of the lobby floor) control.

A receptionist placed in this lobby would greet visitors, provide information, and handle switchboard communications. With the receptionist outside the security perimeter, only those persons having official business within the secure portion of the MCC would be required, or allowed to enter. This would allow visitors, volunteers, or any other persons using or visiting the "open" portions of the MCC to move freely in and out of the MCC.

The "front door", the sally port and the public business part of the Center are closed between the hours of 5:00 P.M. and 8:00 A.M. The sally port and its control at the "back door" is an around-the-clock operation.

## A 2245

The Armory will be located at the non-secure side of this sally port and connected via key control to the control room.

The "back door" control station should also control a Truck-Van sally port, if possible, to reduce control personnel requirements to the minimum consistent with MCC security needs.

A basic concept pursuant to staff in the new facility is to locate program managers throughout the MCC as near to their programs as possible. Their exact numbers and locations will be determined following overall staffing pattern decisions and the final building plans.

### B. MCC ADMINISTRATION UNIT:

This unit provides for the administrative and business functions of the Center. The Space Directive for this unit is self-explanatory in regard to the areas provided here.

Warden's Suite: The Warden's office complex is to be outside the security perimeter and accessible from the public lobby. The Associate Warden's office is within the perimeter and connected by a secure intercommunicating wicket to the office of the Warden's secretary. The Chief Correctional Supervisor's office, also within the perimeter, connects to the Associate Warden and the sally port control via a wicket arrangement.



**A 2246**

The business office of the MCC shall be outside the security perimeter and provide facilities for the Business Manager, Cashier, Purchasing Agent, Clerks, Accounting, duplicating area, etc. Provisions shall also be made for a Personnel office and adjacent Training Classroom.

Staff lockers and a lounge with snack bar for lunches, etc., shall be provided in this area.

SUPPORT SERVICES

This section considers all services required to maintain the building and provide for the basic physical needs of the people housed therein.

FOOD SERVICE:

Food service within and throughout the MCC will be accomplished mainly by the use of contracted "convenience foods". No cooking or preparation other than thawing and warming is anticipated, although contingency provisions will be required for conventional food preparation, if necessary. Delivery and initial preparation will occur in a central Food Service area within this unit.

Bulk containers (of cold food) are delivered to the dining areas of the Functional Unit's general activity area on wheeled carts via vertical conveyors.

The meals are heated and served "cafeteria style" in this room. Trays can also be prepared here for detainees in higher control sections.

See attached Romano and Zaralban "Preliminary Recommendations for Food Service Operations."

LAUNDRY SERVICES:

Except for emergency cleaning purposes where a "laundermat" unit is to be provided, the Center's laundry service will be provided outside this facility.



The Danbury, Conn. institution provides this service to the N.Y. Detention Headquarters at present and will most likely continue to do so for the new facility.

WAREHOUSE:

Delivery: A controlled sally port through which a delivery truck can drive to a loading dock (or area) is desired (a less desired expedient would be the creation of a sally port within the Receiving room by alternately controlling the loading dock door and the interior door from Receiving). Manned control of this port is only maintained during normal business hours.

Incoming Wares: These wares are --

- Food
- Laundry
- Unissued Clothing
- Toiletries and Commissary Items Issued by the MCC
- Commissary Goods (for Sale to Inmates)
- Housekeeping Supplies
- Furnishings & Equipment

Outgoing Items: These are --

- Soiled Laundry
- Garbage and Trash (Trash disposal will be studied in depth)

A breakdown of specific storage requirements is assumed to be pending.

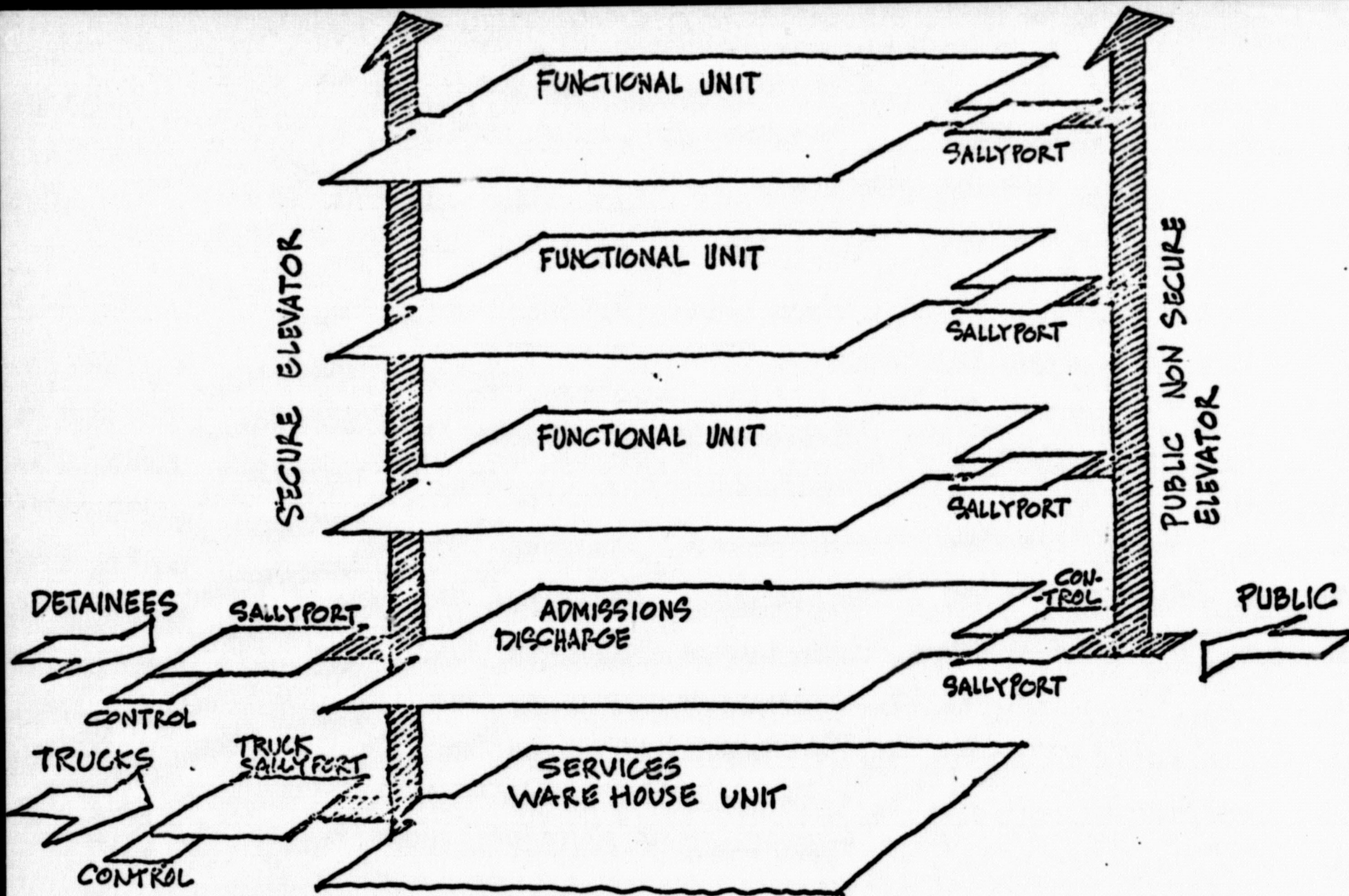
The "Secure Holding Room" and "Hot Room" noted in the Space Directive is for the expedient securing of newly arrived items that can't be dispensed immediately and for highly desirable items (tools etc.)

Commissary stores will be housed in the Warehouse section (See Administration for the Commissary Supervisor). Sale items will be delivered via a wheeled cart to the General Activity Space of each Functional Unit on a posted time schedule basis.

BUILDING MAINTENANCE:

The MCC will provide all in house maintenance. The proposed adjacent U.S. Attorney/GSA building will house and maintain the major mechanical plant and systems. Steam is expected to be purchased from N.Y. Steam.





CONTROL & ACCESS DIAGRAM

FALCONI  
KELLY & GUZZEN  
ARCHITECTS  
PLANNERS  
ENGINEERS

METROPOLITAN CORRECTION CENTER  
FOR THE  
GENERAL SERVICES ADMINISTRATION

Project No. 31-0323 A 2250  
"SPACE DIAGRAM" PART - A  
J-1077 Revised May 12, 1971

## COMMUNITY TREATMENT CENTER

Wherever it may fit in the spectrum of correctional services, the residential center should provide a programmed and supervised transition to productive community living for selected offenders. The program should be as flexible as possible, geared specifically to case management needs and directed toward each offender's achievement of progressive self-sufficiency in the community.

During the day the resident is expected to work in the community, attend school or seek employment. He must return in the evening and usually is required to be in by curfew (which currently is 11:00 P. M. at the Center on 31st Street in Manhattan). There is no hardware security and no restraint except for the staff supervision. However, the CTC should be designed to permit future conversion to security control similar to a normal living unit.

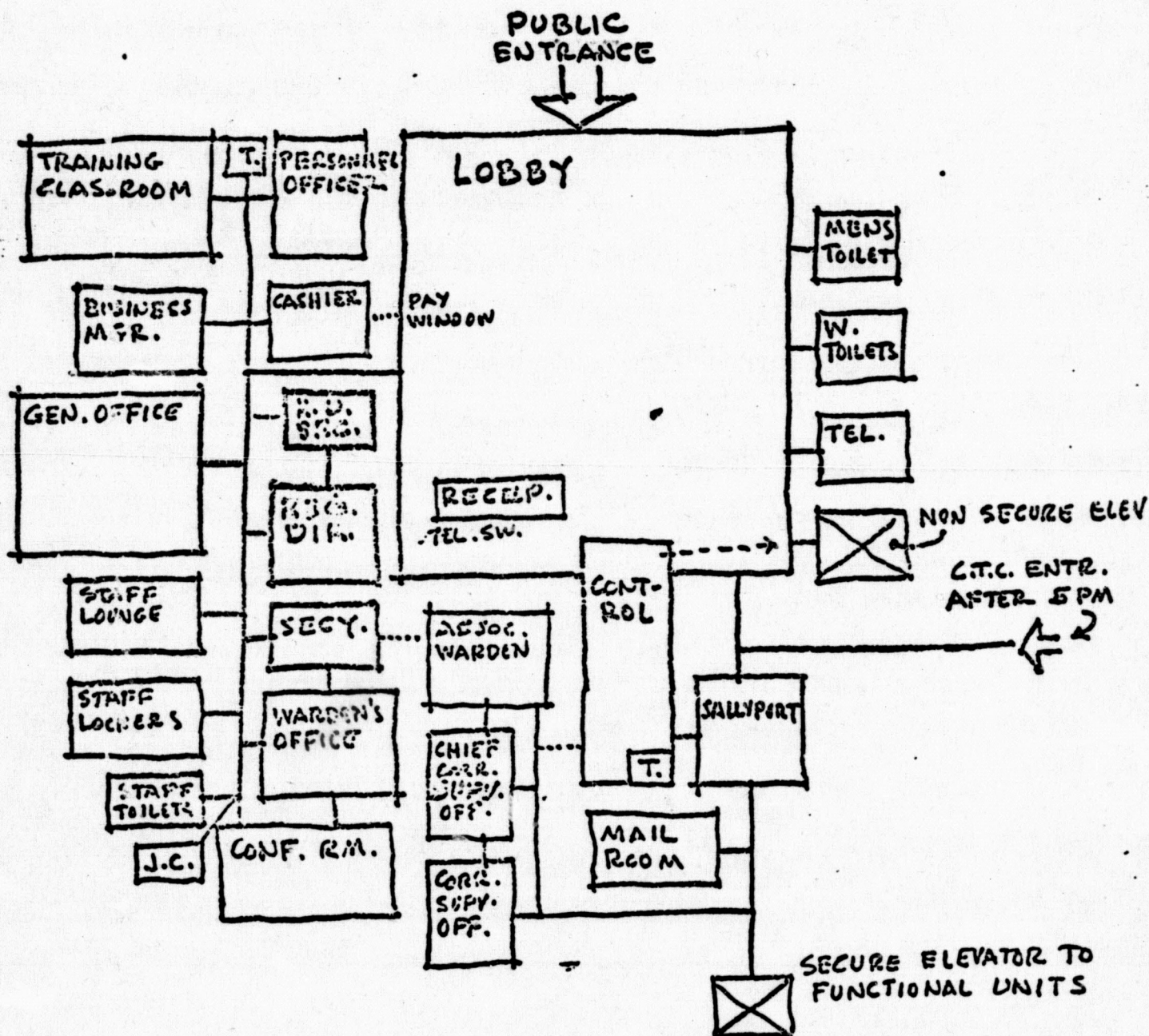
Space for 50 residents is planned. It is desirable to separate male and female residents as much as possible. Provisions for 20% female occupancy is indicated by studies of present C. T. C. operations.

In addition to bedrooms, toilet and shower facilities, it is necessary to provide for some recreational and group discussion activities. Group meetings seem to be beneficial in treatment of ex-addicts. The C. T. C. should have a home-like, residential character.



| ADMINISTRATIVE AREA                                          | AREA (SQ. FT.) |              | NO. OF PEOPLE |
|--------------------------------------------------------------|----------------|--------------|---------------|
|                                                              | PER SPACE      | TOTAL        |               |
| <b>A. PUBLIC ENTRANCE</b>                                    |                |              |               |
| (1) Lobby (size per architectural needs)*                    |                | *2,000       | 1             |
| (2) Public Toilets (Men & Women)                             | 100            | 200          |               |
| (1) Sallyport Control / Mail Room                            |                | 200          | 1             |
| (1) Sallyport                                                |                | 200          |               |
| (1) Separate C.T.C. Entrance                                 |                | 200          |               |
| <b>B. WARDEN'S AREA</b>                                      |                |              |               |
| (2) Regional Dir. Office & Sec.                              | 120            | 240          |               |
| (1) Warden Off. Incl. Toilet & Stor.) Outside                |                | 220          |               |
| (1) Secretary ) Security                                     |                | 120          | 1             |
| (1) Conference Room ) Perimeter                              |                | 300          |               |
| (1) Assoc. Warden's Office                                   |                | 150          | 1             |
| (1) Chief Correction Sup'v. Office                           |                | 100          | 1             |
| (1) Correction Sup'v. Office                                 |                | 100          | 1             |
| <b>C. BUSINESS ADMIN. AREA (Outside Perimeter)</b>           |                |              |               |
| (1) Bus. Manager's Office                                    |                | 120          | 1             |
| (1) General Office                                           |                | 600          | 6             |
| (1) Cashier's Office (Pay Wind. to Lobby)                    |                | 120          | 1             |
| (1) Personnel Officer & Clerk) Outside Security              |                | 200          | 2             |
| (1) Training Room / Library ) Perimeter                      |                | 300          |               |
| (1) Toilet Room                                              |                | 30           |               |
| <b>D. GENERAL STAFF USE&amp; UTILITY (Outside Perimeter)</b> |                |              |               |
| (1) Lounge / Snack Bar / Dining                              |                | 300          |               |
| (1) Staff Lockers                                            |                | 200          |               |
| (2) Staff Toilets & (1) W. Rest Room                         | 50             | 150          |               |
| (1) Jan. Closet / Storage                                    |                | 100          |               |
| <b>TOTAL</b>                                                 |                | <b>6,150</b> | <b>17</b>     |

# ADMINISTRATION UNIT





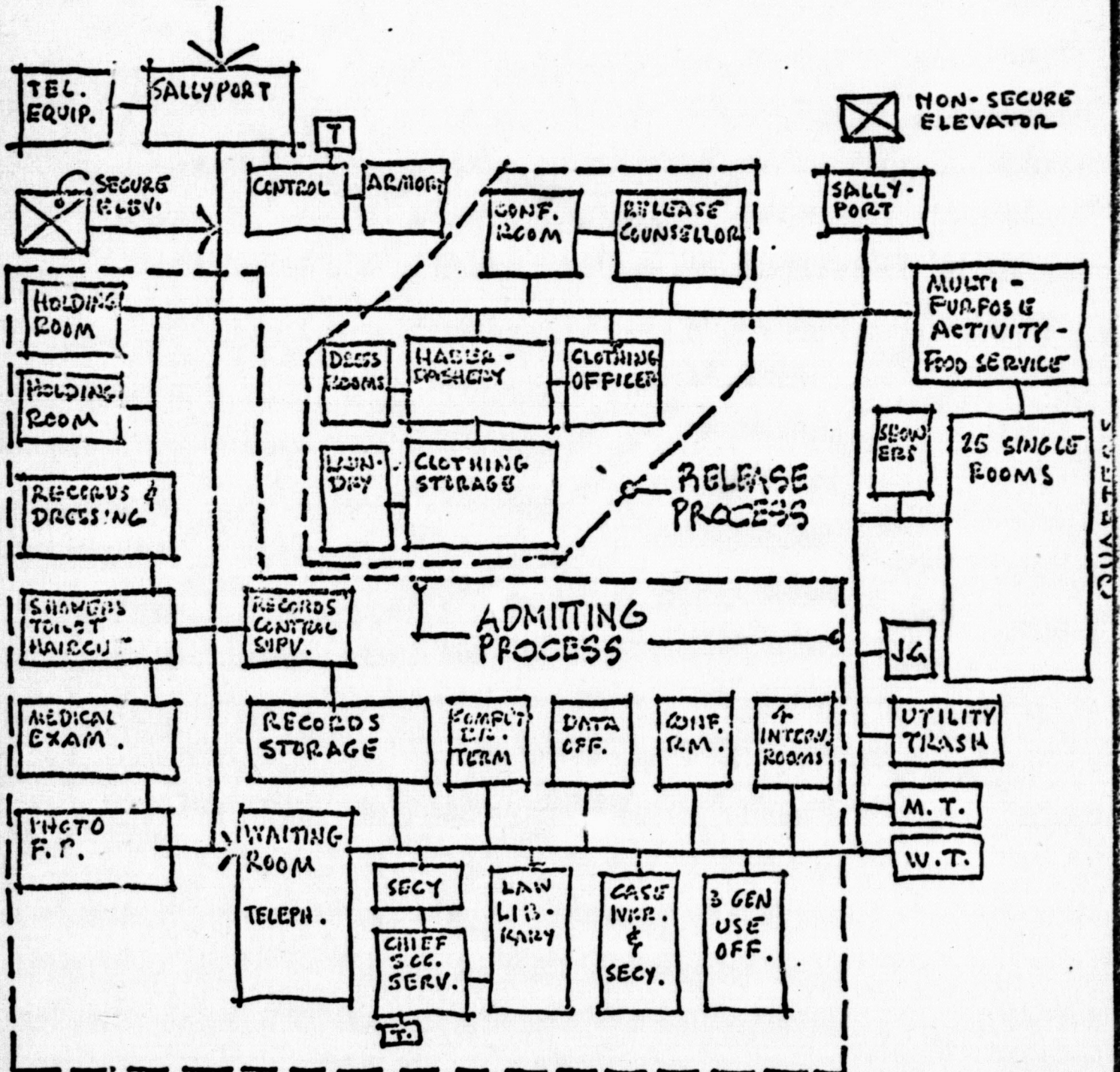
| ADMISSIONS UNIT<br>ADMISSIONS PROGRAM                  | AREA (SQ. FT.) |              | NO. OF<br>PEOPLE |
|--------------------------------------------------------|----------------|--------------|------------------|
|                                                        | PER SPACE      | TOTAL        |                  |
| <b>A. ENTRY</b>                                        |                |              |                  |
| Sallyport                                              |                | 150          |                  |
| Control Room, Incl. Toilet                             |                | 150          | 1                |
| Armory                                                 |                | 120          |                  |
| Telephone Equipment                                    |                | 200          |                  |
| <b>B. ADMITTING - IDENTIFICATION</b>                   |                |              |                  |
| (2) Holding Rooms                                      | 200            | 400          |                  |
| Records & Dressing (Incl. Cloth. Issue Stor)           |                | 180          | 1                |
| Showers & Toilet (Barber Chair)                        |                | 120          |                  |
| Medical Exam                                           |                | 120          |                  |
| Photo - Fingerprinting                                 |                | 150          |                  |
| <b>C. ADMITTING - PROCESS</b>                          |                |              |                  |
| Waiting Room with Public Telephones                    |                | 200          |                  |
| Chief Soc. Services & Secy. (w/w.c.-lav.)              |                | 300          | 2                |
| Conference Room                                        |                | 150          |                  |
| Caseworker & Secy.                                     |                | 200          | 2                |
| (3) Gen. Use Offices (Psych., Soc. W., Chaplain, etc.) | 100            | 300          | 3                |
| (4) Interview Rooms                                    | 80             | 320          |                  |
| Records Storage                                        |                | 500          |                  |
| Computer Terminal                                      |                | 250          | 1                |
| Data Office                                            |                | 150          | 1                |
| Law Library                                            |                | 100          |                  |
| Clothing Storage (See Release Program)                 |                |              |                  |
| <b>D. STAFF USE &amp; UTILITY</b>                      |                |              |                  |
| (2) Staff Toilets                                      | 50             | 100          |                  |
| Janitor Closet / Storage                               |                | 100          |                  |
| Utility / Trash                                        |                | 60           |                  |
| <b>TOTAL</b>                                           |                | <b>4,320</b> | <b>12</b>        |

| ADMISSIONS UNIT<br>QUARTERS & RELEASE PROGRAM     | AREA (SQ. FT.) |       | NO. OF<br>PEOPLE |
|---------------------------------------------------|----------------|-------|------------------|
|                                                   | PER SPACE      | TOTAL |                  |
| <b>A. <u>QUARTERS</u></b>                         |                |       |                  |
| (25) Individual Rooms (with w.c. & lavs.)         | 80             | 2,000 | 25               |
| (1) Multi-Purpose Room                            |                | 700   |                  |
| (3) Shower Stalls                                 | 30             | 90    |                  |
| <b>B. <u>RELEASING &amp; COURT APPEARANCE</u></b> |                |       |                  |
| (1) Clothing Office                               |                | 120   | 1                |
| (1) Release Counselor                             |                | 120   | 1                |
| (1) Conference Room                               |                | 120   |                  |
| (1) Clothing Storage - Issue                      |                | 600   | 1                |
| (2) Pressing Rooms                                | 60             | 120   |                  |
| (1) Laundry                                       |                | 100   |                  |
| (1) Haberdashery Store                            |                | 300   |                  |
| <b>TOTAL QUARTERS &amp; RELEASE</b>               |                | 4,270 | 28               |



# ADMISSIONS & RELEASE UNIT

REAR ENTRY FROM  
 PARKING & COURTHOUSE



**GRUTTEN &  
PARTNERS**  
KELLY & GRUZEN

ARCHITECTS  
PLANNERS  
ENGINEERS

FOLEY SQUARE COURTHOUSE ANNEX  
METROPOLITAN CORRECTION CENTER

FOR THE  
GENERAL SERVICES ADMINISTRATION

GS-02B-16,291

Project No. 31-0323

A 2257

"SPACE DIRECTIVE" PART A

J-1077

REVISED: 12 MAY 1971

FUNCTIONAL LIVING UNITS NOS. 1,2,3,4,5, & 6  
HIGH, MEDIUM CONTROL & SUPERVISION

UNIT NO. 1 TO BE SEGREGATED CLOSE SECURITY

A. QUARTERS SECTION "A"

- (25) Individual Rooms W/ w.c. & Lav.
- (3) Shower Stalls

B. QUARTER SECTION "B"

(Same as "A" Above)

C. GENERAL ACTIVITY SECTION

- (1) Multi-Purpose / Dining
- (1) Food Service & Pantry
- (1) Education / Meeting Room
- (1) Recreation / Gym., etc.
- (1) Barber

D. STAFF

- (4) Offices
- (1) Toilet

E. UTILITY

- (1) Linen Room
- (1) Janitor Closet / Storage

F. VISITING

- (1) Multi-Purpose Room
- (1) Strip Check Room

TOTAL

X 6 UNITS

NOTE: Unit No. 6 shall be designed for separation of quarters sections "A" & "B" and possible division of general activity section for women in one section and immigration-naturalization in the other.

AREA (SQ. FT.)

NO. OF  
PEOPLE

PER SPACE

TOTAL

80  
30

2,000  
90

25

2,090

25

560  
200  
300  
300  
50

100

400  
30

4

60  
60

250  
50

6,240

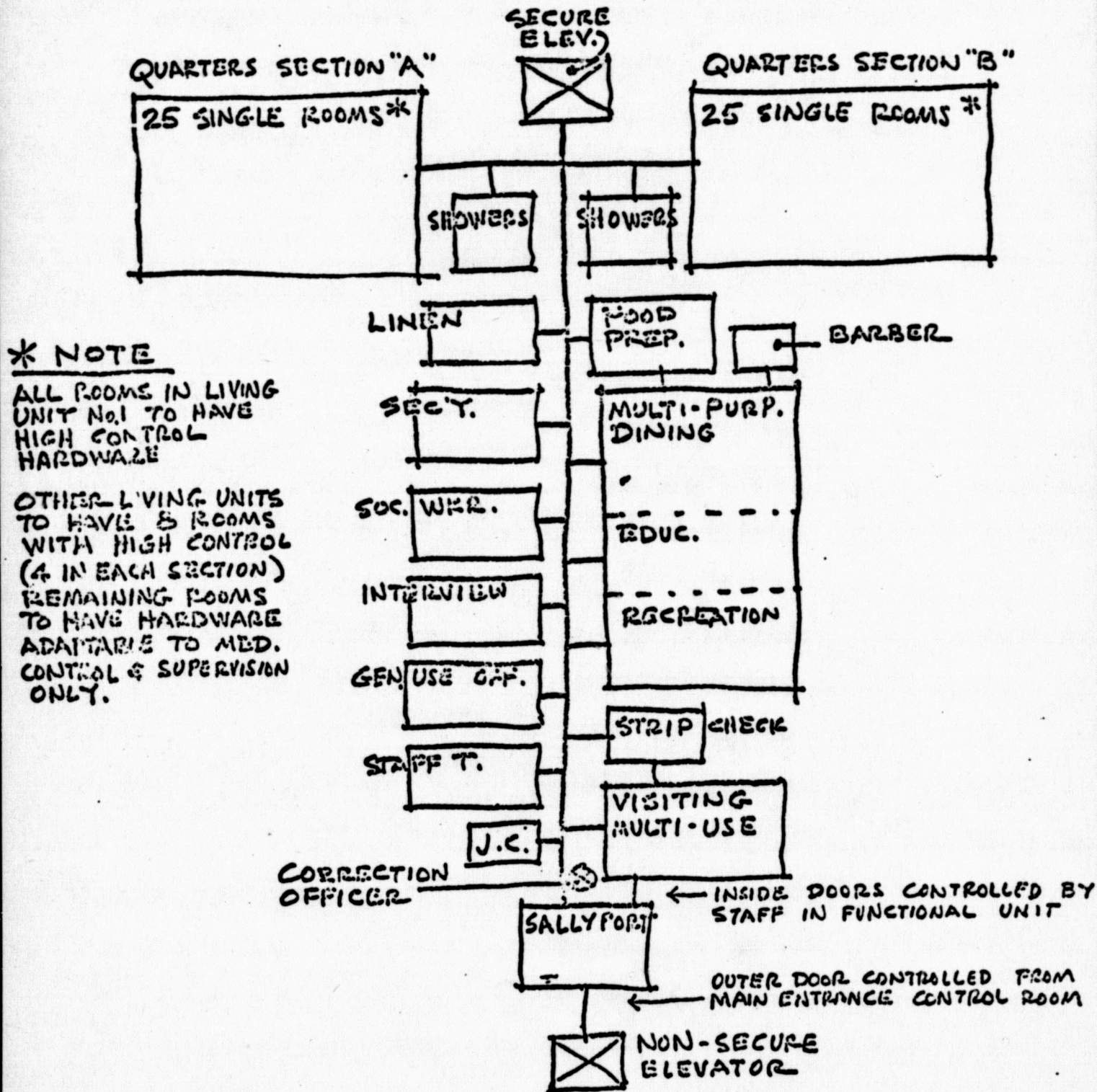
54

37,440

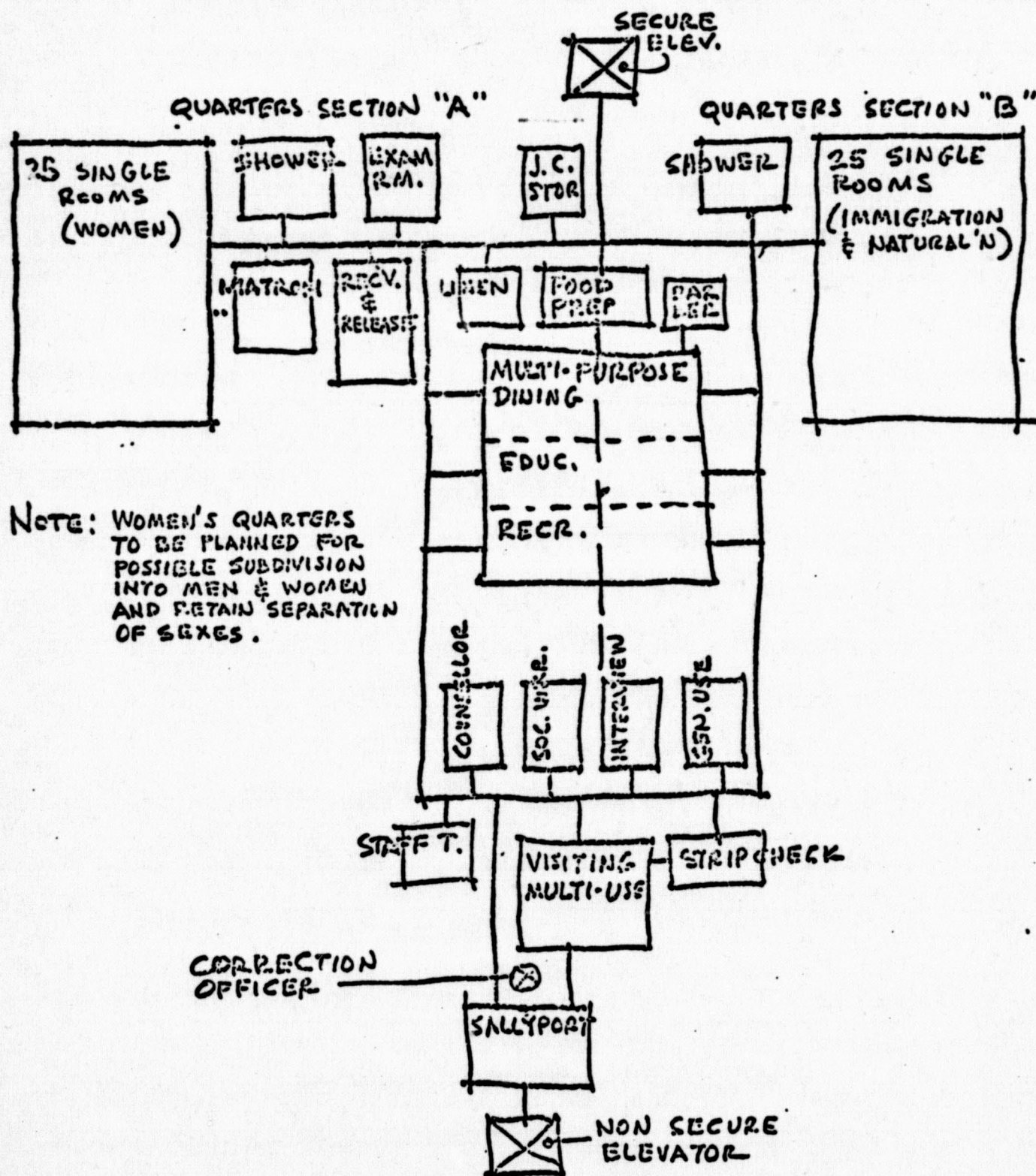
324



# FUNCTIONAL LIVING UNITS No. 1,2,3,4 & 5



# FUNCTIONAL LIVING UNIT No. 6





**GRADIENT &  
PARTNERS**  
ARCHITECTS  
PLANNERS  
ENGINEERS

FOLEY SQUARE COURTHOUSE ANNEX  
METROPOLITAN CORRECTION CENTER

FOR THE  
GENERAL SERVICES ADMINISTRATION

GS-02B-16,291

Project No. 31-0323 **A 2260**

"SPACE DIRECTIVE" PART A  
J-1077 REVISED: 12 MAY 1971

FUNCTIONAL LIVING UNITS NO. 7.  
IMMIGRATION - NATURALIZATION & FEM. DET.

**A. QUARTERS SECTION "A"**

Dormitory Space for 30±  
(4) Shower Stalls

30

2,000  
120

30

**B. QUARTERS SECTION "B" (Same as "A")**

2,120

30

**C. GENERAL ACTIVITY SECTION**

- (1) Multi-Purpose / Dining
- (1) Food Service & Pantry
- (1) Education / Meeting Room
- (1) Recreation / Gym., etc.
- (1) Barber

560  
200  
300  
300  
50

**D. STAFF**

- (4) Offices
- (1) Lounge
- (2) Toilets

100  
30

400  
100  
60

4

**E. UTILITY**

- (1) Linen Room
- (1) Janitor Closet / Storage

60  
60

**F. VISITING**

- (1) Multi-Purpose Room
- (1) Strip Check Room

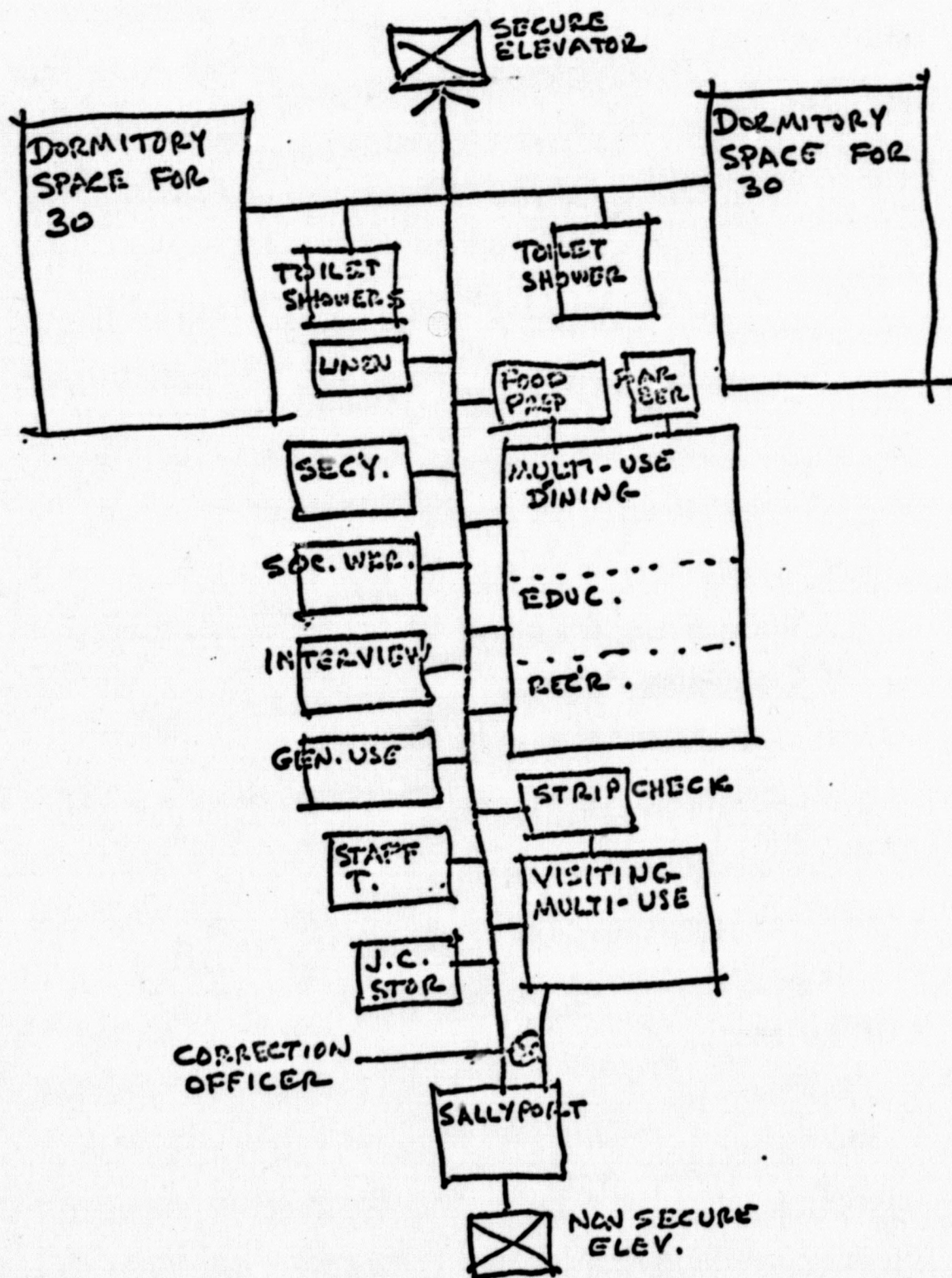
250  
50

**TOTAL**

6,300

64

# LIVING UNIT No. 7 (IMMIGRATION - NATURALIZATION)





**MEDICAL UNIT**  
**GENERAL AREA & CLINIC**

**AREA (SQ. FT.)**

**NO. OF  
PEOPLE**

**PER SPACE**

**TOTAL**

**GENERAL USE AREA**

- A. Lobby - Waiting Room
- B. Clean Linen & Utility
- C. (2) Soiled Linen, Soiled Utility
- D. (2) Toilets (1-men, 1-women)
- E. Janitor Closet / Storage

|    |     |
|----|-----|
|    | 250 |
|    | 150 |
| 60 | 120 |
| 50 | 100 |
|    | 60  |

**TOTAL GENERAL AREA**

**680**

**CLINIC**

- A. Dental Suite
  - (1) Operating Room with 2 chairs
  - (1) Lab. & Storage Room
- B. (2) Exam. Rooms
- C. (1) Treatment Room
- D. (1) Admin. Office (incl. Clerk & Records)
- E. (1) Doctor's Office / Conf. Room
- F. (2) Multi-Use Offices
- G. (1) Physiotherapy Room
- H. (1) Clinical Lab.
- I. (1) Pharmacy
- J. (1) X-Ray Suite
- K. (1) Stretcher Alcove
- L. (2) Toilets (1-men, 1-women)

|     |     |
|-----|-----|
|     | 200 |
|     | 100 |
| 100 | 200 |
|     | 150 |
|     | 200 |
|     | 150 |
| 125 | 250 |
|     | 150 |
|     | 150 |
|     | 100 |
|     | 250 |
|     | 30  |
| 50  | 100 |

**TOTAL CLINIC**

**2,030**

**TOTAL GEN. AREA & CLINIC**

**2,710**

**8**

**GROGAN &  
PARTNERS**  
KELLY & CRUZEN  
ARCHITECTS  
PLANNERS  
ENGINEERS

FOLLY SQUARE COURTHOUSE ANNEX  
METROPOLITAN CORRECTION CENTER  
FOR THE  
GENERAL SERVICES ADMINISTRATION

GS-02B-16,291  
Project No. 31-0323  
"SPACE DIRECTIVE" PART-A  
J-1077  
A 2263  
23 APRIL 1971

| MEDICAL UNIT<br>DETOXIFICATION / PSYCHIATRIC | AREA (SQ. FT.) |            | NO. OF<br>PEOPLE |
|----------------------------------------------|----------------|------------|------------------|
|                                              | PER SPACE      | TOTAL      |                  |
| <u>DETOXIFICATION</u>                        |                |            |                  |
| A. Waiting Room (Shared W/ Psychiatric)      |                | 200        |                  |
| B. Nurses Station (Shared W/ Psychiatric)    |                | 100        | 1                |
| C. (15) Single Rooms with w.c. & lav.        | 120            | 1,800      | 15               |
| D. Patients Bath (2 Shower, 1 Tub)           |                | <u>100</u> |                  |
| DETOXIFICATION TOTAL                         |                | 2,200      |                  |
| <u>PSYCHIATRIC</u>                           |                |            |                  |
| A. Waiting Room & Nurses Sta. (See Detox.)   |                |            |                  |
| B. (6) Single Rooms with w.c. & lav.         | 120            | 720        | 6                |
| C. (2) Confinement Rooms W/ w.c. - lav.      | 120            | 240        | 2                |
| D. Patients Bath (1 Shower, 1 Tub)           |                | 80         |                  |
| E. Office                                    |                | 150        | 1                |
| F. Multi-Use Room                            |                | 200        |                  |
| G. Expansion                                 |                | <u>200</u> |                  |
| PSYCHIATRIC TOTAL                            |                | 1,590      |                  |
| TOTAL DETOXIFICATION &<br>PSYCHIATRIC        |                | 3,790      | 25               |



MEDICAL UNIT -  
DIAGNOSTIC CENTER / INFIRMARY

| PER SPACE | AREA (SQ. FT.) |       | NO. OF PEOPLE |
|-----------|----------------|-------|---------------|
|           |                | TOTAL |               |

DIAGNOSTIC CENTER

Waiting Room (Shared with Infirmary)  
(2) Toilets (M. & W.)  
Director's Office (Incl. Toilet 1 w.c., 1 lav.)  
Secretary  
Conference Room  
Social Worker's Office  
(2) Staff Toilets  
Psychologist's Office  
(5) Interview Rooms  
Caseworker's Office  
(2) Testing Rooms  
Group Testing & Therapy  
Multi-Purpose Group & Voc. Testing  
Consultant's Office  
Janitor's Closet / Storage

|     |       |   |
|-----|-------|---|
|     | 200   |   |
| 30  | 60    |   |
|     | 180   | 1 |
|     | 100   | 1 |
|     | 150   |   |
|     | 120   | 1 |
| 60  | 120   |   |
|     | 120   | 1 |
| 80  | 400   |   |
|     | 100   | 1 |
| 120 | 240   |   |
|     | 250   |   |
|     | 1,000 |   |
|     | 80    | 1 |
|     | 100   |   |

DIAGNOSTIC TOTAL

3,220

INFIRMARY

A. Waiting Room (See Diagnostic)  
B. (6) Single Rooms with w.c. & lavs.  
C. Patients' Bath (Shower & Tub)  
D. Expansion & Unassigned

|     |     |   |
|-----|-----|---|
| 120 | 720 | 6 |
|     | 60  |   |
|     | 400 |   |

INFIRMARY TOTAL

1,180

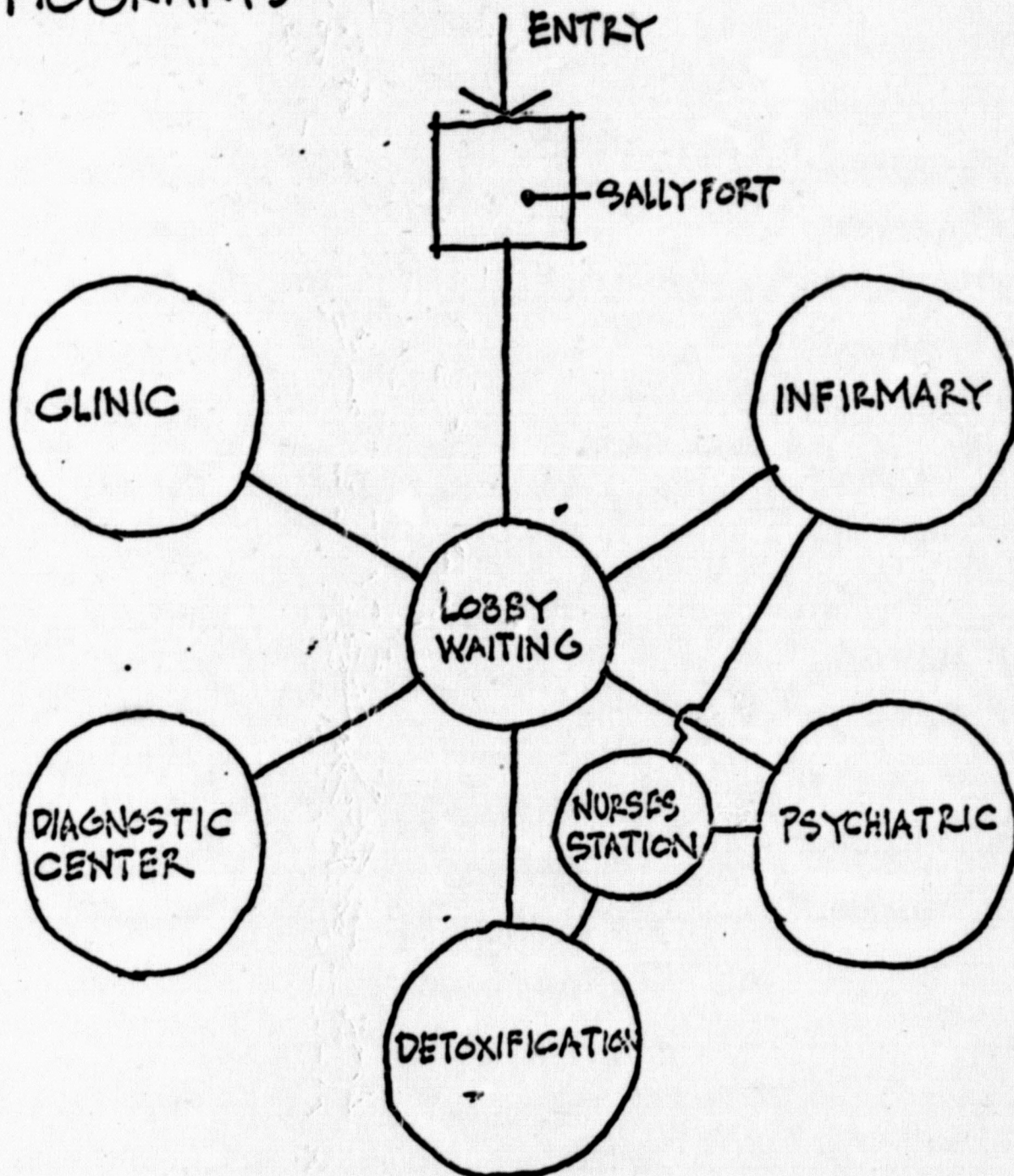
(For Linen - Utility See  
General Medical Area)

TOTAL DIAGNOSTIC &  
INFIRMARY

4,400

12

# INTERRELATION OF MEDICAL UNIT PROGRAMS





**GRUTTEN &  
PARMEYERS**  
KELLY & GRUZEN

ARCHITECTS  
PLANNERS  
ENGINEERS

FOLEY SQUARE COURTHOUSE ANNEX  
METROPOLITAN CORRECTION CENTER

FOR THE  
GENERAL SERVICES ADMINISTRATION

GS-02B-16,291

Project No. 31-0323

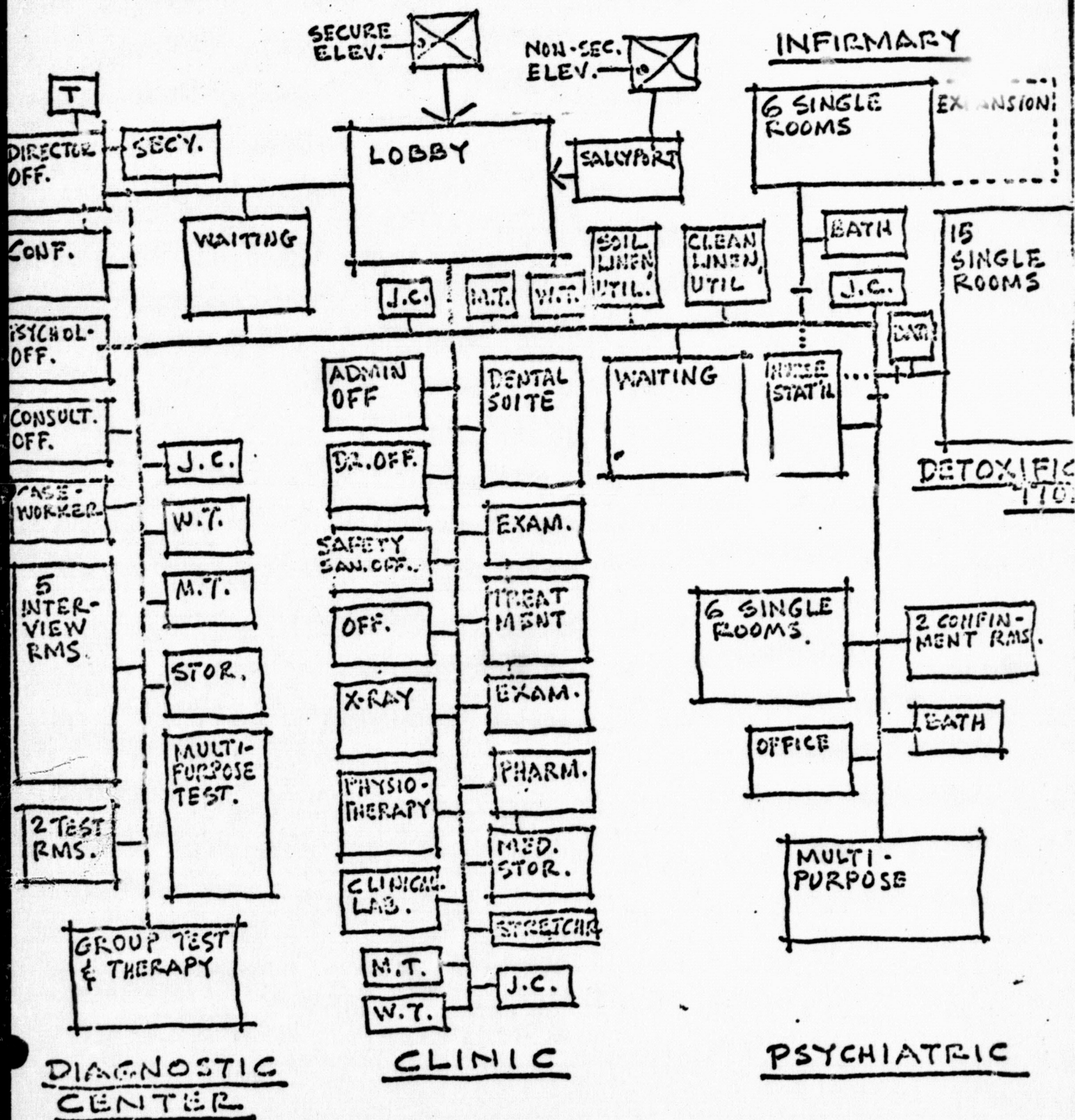
A 2266

"SPACE DIAGRAM" PART - A

J-1077

Revised May 12, 1971

# MEDICAL UNIT



**GREGORY &  
PARTNERS**  
FORMERLY  
**KELLY & GRUZEN**  
ARCHITECTS  
PLANNERS  
ENGINEERS

SECURE COURTHOUSE ANNEX  
**METROPOLITAN CORRECTION CENTER**  
  
**FOR THE**  
**GENERAL SERVICES ADMINISTRATION**

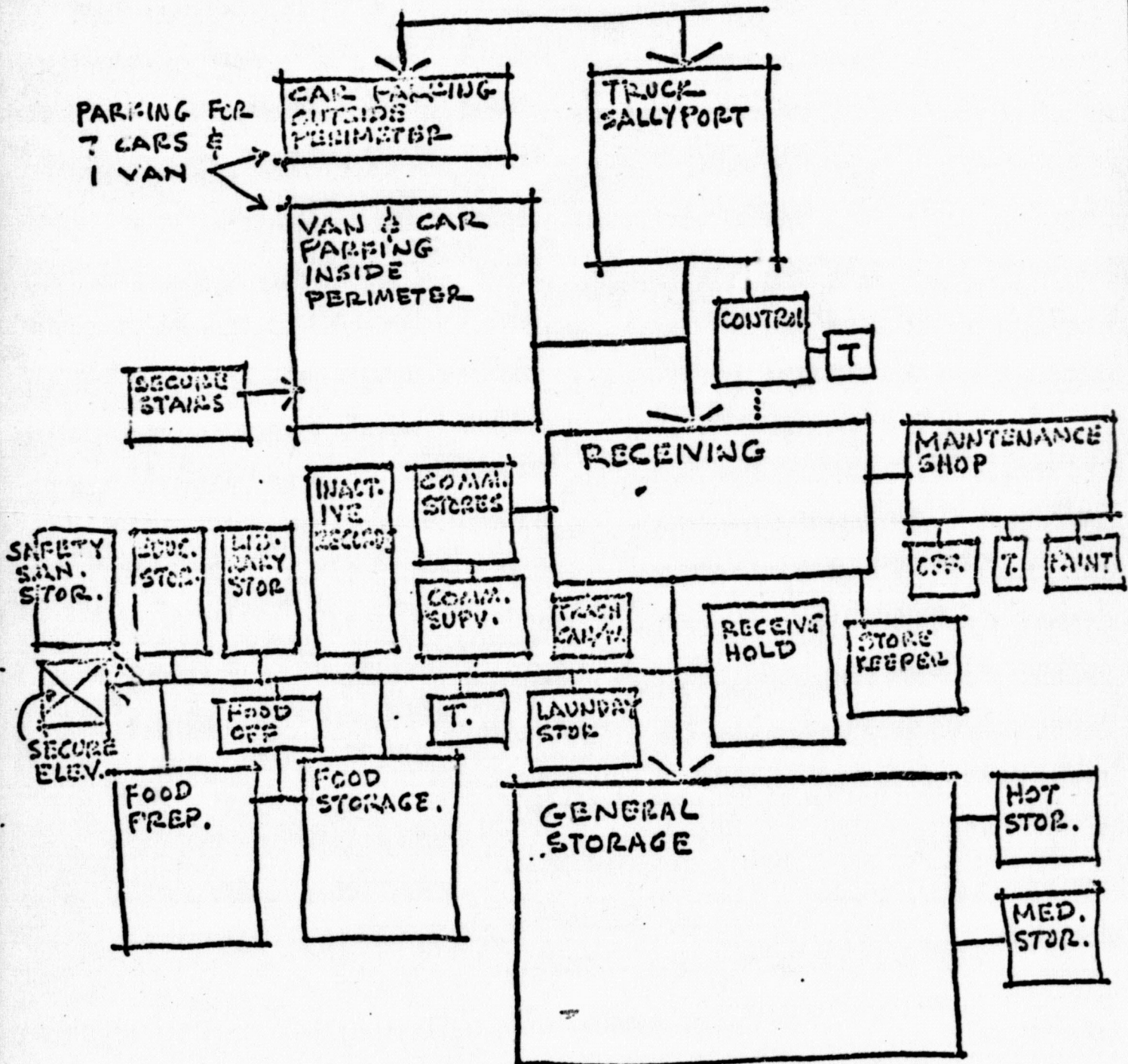
GS-02B-16,291  
Project No. 31-0323  
"SPACE DIRECTIVE" PART-A  
J-1077  
**A 2267**  
23 APRIL 1971

| OUTDOOR RECREATION                                                                                                                                                | AREA (SQ. FT.) |       | NO. OF PEOPLE |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------|---------------|
|                                                                                                                                                                   | PER SPACE      | TOTAL |               |
| <p>(1) Multi-Use Area</p> <p>For Exercise, Sports &amp;<br/>General Recreation --</p> <p>Accessible From All<br/>Functional Units</p> <p>Via Secure Elevators</p> |                | 5,000 |               |



| SERVICE UNIT                               | AREA (SQ. FT.) |               | NO. OF PEOPLE |
|--------------------------------------------|----------------|---------------|---------------|
|                                            | PER SPACE      | TOTAL         |               |
| <b>A. RECEIVING</b>                        |                |               |               |
| Vehicle Double Sallyport                   |                | 1,000         |               |
| Control Office with w.c.                   |                | 160           | 1             |
| Vehicle Circulation                        |                | 5,000         |               |
| Parking 1-van, 7-cars                      |                | 1,500         |               |
| Loading Dock                               |                | 800           |               |
| Receiving / Holding                        |                | 400           |               |
| Secure Holding Room                        |                | 200           |               |
| <b>B. STORAGE</b>                          |                |               |               |
| Commissary Supervisor's Office             |                | 200           | 1             |
| Gen. Storage (To Be Subdivided)            |                | 5,000         |               |
| "Hot" Storage                              |                | 150           |               |
| Laundry Storage                            |                | 400           |               |
| Medical Storage                            |                | 150           |               |
| Commissary Storage                         |                | 400           |               |
| Storekeeper Office (2 desks)               |                | 200           | 2             |
| Toilets (2)                                | 30             | 60            |               |
| Trash Room / Can Wash                      |                | 300           |               |
| Inactive Records Room                      |                | 200           |               |
| <b>C. FOOD SERVICE (CONVENIENCE FOODS)</b> |                |               |               |
| Dry Stores                                 |                | 600           |               |
| Refrig. Storage                            |                | 300           |               |
| Freezer Storage                            |                | 400           |               |
| Food Preparation                           |                | 800           |               |
| Office (2 desks)                           |                | 200           | 2             |
| Dressing Room with Lockers                 |                | 150           |               |
| Toilets (2)                                | 50             | 100           |               |
| <b>D. MAINTENANCE</b>                      |                |               |               |
| Shop                                       |                | 1,000         | 2             |
| Office                                     |                | 100           | 2             |
| Toilet                                     |                | 30            |               |
| Paint Storage                              |                | 100           |               |
| Pipe & Wood Storage                        |                | 100           |               |
| <b>TOTAL</b>                               |                | <b>20,000</b> | <b>10</b>     |

# SERVICES WAREHOUSE UNIT

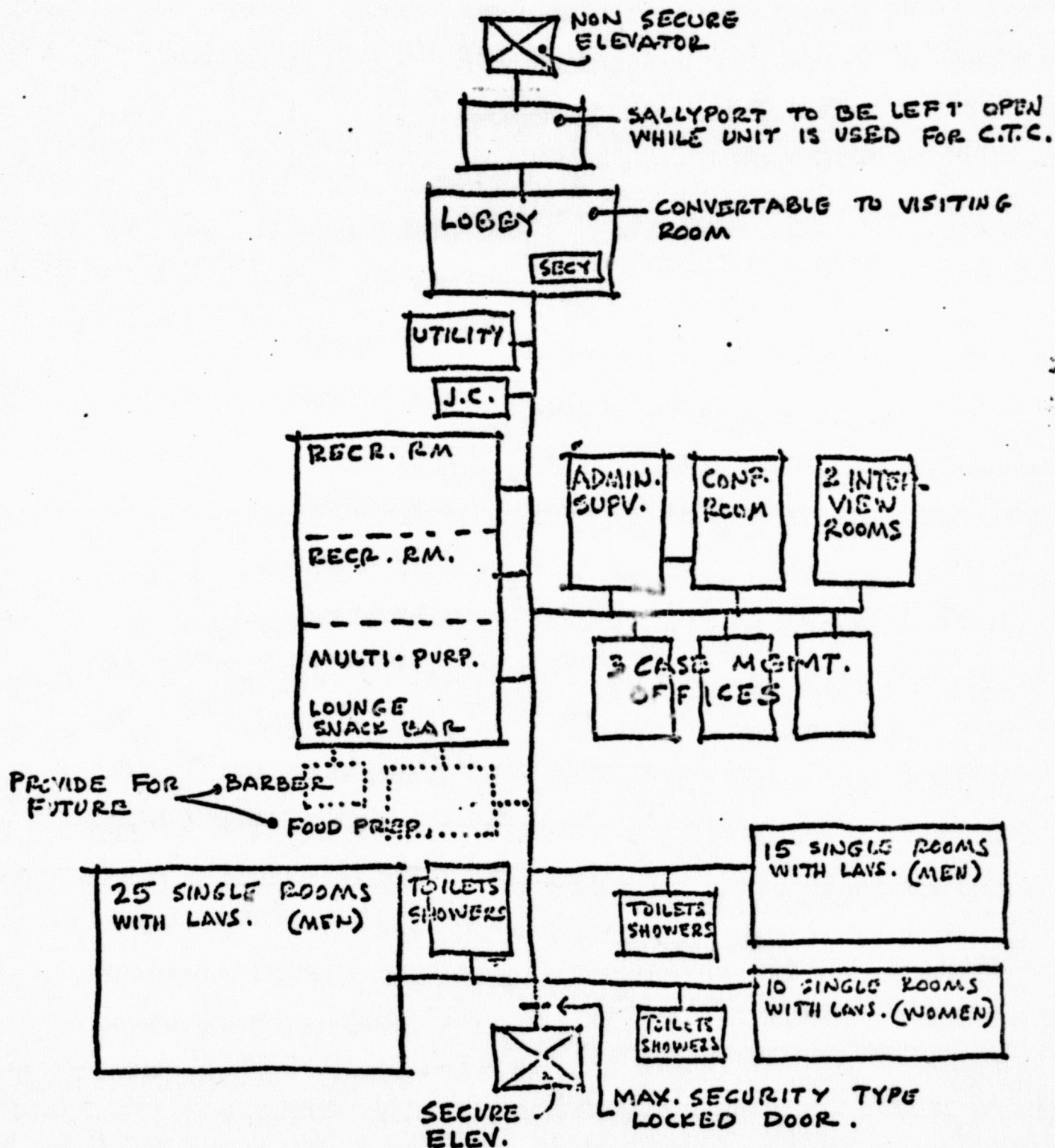




| COMMUNITY TREATMENT CENTER (Living Unit No. 8) | AREA (SQ. FT.) |              | NO. OF PEOPLE |
|------------------------------------------------|----------------|--------------|---------------|
|                                                | PER SPACE      | TOTAL        |               |
| <b>A. <u>QUARTERS (MEN)</u></b>                |                |              |               |
| (40) Single Rooms w/ lavs.                     | 80             | 3,200        | 40            |
| (4) Shower Stalls                              | 30             | 120          |               |
| (1) Toilet Rm. 2-w.c., 2-ur., 2-lav.           |                | 150          |               |
| <b>B. <u>QUARTERS (WOMEN)</u></b>              |                |              |               |
| (10) Single Rooms w/ lavs.                     | 80             | 800          | 10            |
| (2) Shower Stalls                              | 30             | 60           |               |
| (1) Toilet Room 2-w.c., 1-lav.                 |                | 80           |               |
| <b>C. <u>GENERAL USE AREA</u></b>              |                |              |               |
| (1) Recreation Room                            |                | 200          |               |
| (1) Recreation Room                            |                | 200          |               |
| (1) Quiet Lounge / Snack Bar                   |                | 300          |               |
| <b>D. <u>STAFF</u></b>                         |                |              |               |
| (1) Admin. Supervisor Office                   |                | 200          | 2             |
| (2) Case Manager Offices                       | 120            | 360          | 3             |
| (1) Conference Room                            |                | 140          |               |
| (2) Interview Rooms                            | 100            | 200          |               |
| (2) Toilets                                    | 50             | 100          |               |
| (1) Utility / Storage                          |                | 150          |               |
| <b>E. <u>LOBBY</u></b>                         |                |              |               |
| Including Space for Recept. / Secy.            |                | 300          | 1             |
| <b>TOTAL</b>                                   |                | <b>6,560</b> | <b>56</b>     |

# COMMUNITY TREATMENT CENTER (C.T.C.)

(CONVERTIBLE TO NORMAL LIVING UNIT IF NECESSARY)





| <u>AREA SUMMARY</u>                                    | <u>NET<br/>SQ. FT.</u> | <u>STAFF</u> | <u>NO. PEOPLE<br/>DETAINED</u> |
|--------------------------------------------------------|------------------------|--------------|--------------------------------|
| Administrative Area                                    | 6,150                  | 17           |                                |
| Admissions Program                                     | 4,320                  | 12           |                                |
| Admissions Quarters & Release                          | 4,270                  | 3            | 25 -                           |
| Functional Units Nos. 1,2,3,4,5,&6                     | 37,440                 | 24           | 300 -                          |
| Functional Units No. 7                                 | 6,300                  | 4            | 60 ✓                           |
| Medical Clinic                                         | 2,710                  | 8            |                                |
| Detoxification / Psychiatric                           | 3,790                  | 2            | 23 ✓                           |
| Diagnostic Center / Infirmary                          | 4,400                  | 6            | 6 ✓                            |
| Outdoor Recreation                                     | 5,000                  |              |                                |
| Service Area                                           | 20,000                 | 10           |                                |
| Community Treatment Center (Unit No<br>Unit No. 8)     | 6,560                  | 6            | 50 ✓                           |
| Connection to Existing Court House                     | 2,000                  |              |                                |
| Mechanical Equipment Area *                            | 6,000                  |              |                                |
| <b>TOTALS</b>                                          | <b>109,680</b>         | <b>84</b>    | <b>464</b>                     |
| ALLOW FOR WALLS, CIRCULATION<br>SHAFTS, & MISC.<br>70% | <u>77,000</u>          |              |                                |
| <b>GROSS AREA</b>                                      | <b>186,680</b>         |              |                                |

\* Allowance for mechanical equipment - heating, cooling, ventilating plant, etc. - although space will be located in adjacent Part "B" building, it must be assigned to the Correctional Center in proportion to its share.



**GRUZEN &  
PARTNERS**  
FORMERLY  
**KELLY & GRUZEN**

ARCHITECTS  
PLANNERS  
ENGINEERS

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A 2278

ROMANO & ZARALBAN

99 WEST HOFFMAN AVENUE  
LINDENHURST, NEW YORK 11757  
TEL. (516) 226-7700

SALVATORE N. ROMANO  
ALBERT J. ZARALBAN

Suggested System of Convenience Food Operation

Our recommendation is that the food service operation for this institution be based on the total use of pre-frozen, pre-prepared entrees, vegetables, and other food products, including salads and baked products, with the possible inclusion of minimal emergency cooking facilities. Total disposable service is suggested in conjunction with this system.

The main food storage, distribution, and "pre-preparation" area should house individual roll-in type freezers and refrigerators, with each freezer and refrigerator unit assigned to a specific food product. This will provide for easy accessibility of a given food product and improved systems of distribution control. The emergency cooking equipment, consisting of one (1) kettle, one (1) steamer, one (1) convection oven, and one (1) two-burner range top, will be located in this area. A small mixer and slicer should also be furnished to work in conjunction with this equipment.

The total daily food needs of each inmate unit will be delivered to the respective service pantries at the beginning of each day. The only food products reconstituted are the requirements of each respective unit. Food waste is kept to a minimum.



The serving pantries in each unit will contain a food reconstituting unit, a 30 cubic foot freezer, and a 30 cubic foot refrigerator, in addition to a coffee maker, toaster, ice, etc. A small serving counter is also to be provided in each unit with the exception of the infirmary. Disposable trays, dishes, flatware, and portion-controlled products such as sugar, salt, pepper, etc., and napkins will be kept in the serving pantries. The hot food items for the inmates will be reconstituted in 12" x 20" disposable pans and dished out directly to the inmate from the serving counter. The type of food reconstituting unit used should be able to cook fresh, refrigerated, or pre-prepared frozen food items to allow complete flexibility if so desired. (See enclosure.)

Because of the small number of inmates and staff to be served in each unit (approximately 50), we suggest that the inmates be used to serve food and clean up on an alternating system.

After each meal, trays and other disposable items are to be deposited in disposable bags which are held in portable frames with wheels. The bags are then collected and disposed of at a central compaction area.

After the evening meal, the foods not reconstituted are to be returned to the main storage area, where credit is made for returned foods. The next day's needs are made up by the "Storeroom Man" and rolled into refrigerators for next morning pick-up.

The above recommended system by no means constitutes a final recommendation and is only meant to stimulate thoughts and ideas for meetings with all parties concerned in the near future.



FOLEY SQUARE COURTHOUSE ANNEX  
New York, N. Y.

REPORT ON OVERALL NETWORK PROJECT ANALYSIS

In creating the CPM diagram depicting the logic and durations for design and construction activities in connection with the above captioned project, certain assumptions were necessary. These are based upon the considered judgement of the architect, the structural designer and the mechanical designer, and reflect our own experience on projects of somewhat similar nature. They are made in the context of the very preliminary data available and are directed towards a project completion within the parameters of time and cost as set forth by GSA.

It is assumed that the detention center, Building A, will contain in the neighborhood of 200,000 square feet and will be situated on the larger lot. The office building, designated B, apparently will be roughly 135,000 square feet in gross area and will be located on the smaller lot.

The buildings will extend to the lot lines on all sides, and each will be approximately eight stories in height and contain one basement. Ground conditions in the area could very likely impose a one basement limitation since construction of a sub-basement would probably require costly de-watering.

## A 2277

Structural steel framework appears more feasible than reinforced concrete because of the configuration of the buildings. Reinforced concrete might require a more costly beam and slab design, and the steel building could be erected in less time, which is of primary concern.

All mechanical equipment is to be located in Building B, and it is assumed that it will be placed in the basement of this building rather than on an upper floor. This will permit the setting of equipment and the start of rough-in work to begin without waiting for construction to advance to a higher elevation.

The HVAC system could be designed keeping sheet metal ductwork to a minimum by the use of self-contained units. This procedure would de-emphasize the need for sheet metal workers, who are in short supply, and eliminate much of the time required in connection with shop drawings and fabrication of ductwork.

In order to permit the start of superstructure construction on the first building at the earliest possible date, it is assumed GSA would prebid the fabrication, and possibly erection of structural steel as soon as structural drawings have been completed to the point where this could be done. This contract would later be assigned to the general contractor. Accordingly, the diagram indicates that GSA will review the structural drawings after 13 weeks progress on structural design, which should be at a point where steel award can be made. The eighteen weeks allowed for mill order and fabrication, with an



## A 2278

early date of April 28, allows five weeks of float time between delivery and start of superstructure for Building A on June 2nd, 1972. This, therefore, actually allows more time for fab and deliver than is shown, or additional time for the designers to bring drawings to a more advanced state of completion.

It is assumed that any possible residual effects of a steel strike threatened for this summer will not be sufficient by this time to effect the schedule.

After working drawings for the superstructure are completed, GSA will immediately prepare reproducibles and go out for bids, rather than delay this action until all review and revisions have been made. During the first part of the bidding period the review of drawings will be made and necessary revisions and addenda issued prior to the second half of the bid period.

This concurrent review and bidding will gain 3 weeks of time over the method of complete review prior to the bid period.

Several options by GSA are included in the present agreement with the Architect. The schedule indicates that these must be elected by GSA well within the maximum time allowed to provide continuity of work. The first relates to the preparation of tentative documents. The latest allowable date for election by GSA is September 25, 1971, whereas the schedule shows that this work can continue without interruption. The second option effects the start of working drawings. The latest allowable date is December 25, 1971,

## A 2279

and the required date is August 27. The option related to movable partition drawings for building B allows a late date of March 25, 1973 for election, and the schedule calls for March 17, 1972.

As of this date it appears that procurement of materials and equipment will present no particular difficulty. Elevator equipment can be procured in seven months from date of awarding contract and installation completed within about four months from the date roof is completed, providing a weather tight machinery room.

The expectation is that GSA will purchase the site by September 1, 1971, and allowing 6 weeks for relocation or vacating tenants, the demolition of existing buildings can begin by October 13th. Substructure for Building A should begin by mid-November and complete in six months, or mid-May 1972. Six months construction time for superstructure to roof completes December 4, and an additional 6 months for interior finish work projects to June 4, 1973 as the completion date for Building A.

The key dates in the schedule related to design conform to the agreement between GSA and the Architect and are as follows:



## A 2280

### Final outline and preliminary network analysis

|                                              |          |
|----------------------------------------------|----------|
| complete                                     | 4/23/71  |
| GSA review and approve final outline         | 5/7/71   |
| Complete and present concepts                | 6/11/71  |
| GSA Review concepts                          | 6/18/71  |
| Complete tentative design                    | 8/6/71   |
| GSA review and approve tentatives            | 8/27/71  |
| Prepare substructure working drawings to 50% | 10/29/71 |
| Complete substructure working drawings       | 1/21/72  |
| Complete superstructure working drawings     | 3/17/72  |

Excavation for Building B starts December 20, 1971 and substructure should be completed by June 20, 1972. Assuming five months for construction time to roof, and an additional five months to perform interior finish work, the completion date for Building B is April 20, 1973.

Severe weather conditions, particularly during the winter of 1971-72, could have an adverse effect on construction of substructure and extend the completion dates accordingly.

CPM ENGINEERS, INC.

R. L. Stanert  
April 20, 1971

RX-EEE

A 2281

BIOGRAPHICAL DATA

NORMAN A. CARLSON

Director  
Federal Bureau of Prisons

Norman A. Carlson has been Director of the Federal Bureau of Prisons since 1970. Like his three predecessors -- Sanford Bates (1930-37), James V. Bennett (1937-64) and Myrl E. Alexander (1964-1970) -- he is a career public Administrator with the Department of Justice.

Mr. Carlson began his career as a Correctional Officer at the Iowa State Penitentiary, Fort Madison, Iowa, in 1956 while attending graduate school at the University of Iowa. He entered the Federal Prison Service the following year as a parole officer at the U.S. Penitentiary, Leavenworth, Kansas. His next assignment was as a Supervisor at the Federal Correctional Institution, Ashland, Kentucky, from 1959 to 1960.

He came to Washington in 1960 when he was promoted to Assistant Supervisor of the Division of Institutional Programs in the Central Office of the Bureau of Prisons. Beginning the following year, he served a four-year tour of duty as project director for the developing Community Treatment Center (halfway house) program, as a result of which there are now more than 500 Federal, state and local halfway houses throughout the country assisting former offenders make the transition from institutions to life on the outside.

Mr. Carlson was one of the select Federal career executives chosen in 1965 to spend a year at the Woodrow Wilson School of Public and International Affairs, Princeton University, as a National Institute of Public Affairs fellow. He was named a delegate to the United Nations Committee on Crime Prevention and Control in 1971 and was co-chairman of the U.S. delegation to the Fifth United Nations Congress on the Prevention of Crime and Treatment of Offenders held in Geneva during 1975.

In 1966, he became Executive Assistant to Bureau Director Myrl E. Alexander until his retirement in January, 1970. Mr. Carlson was named Bureau Director March 25, 1970.

He received the Arthur S. Flemming Award in February, 1972, honoring him as one of 10 outstanding men and women in the Federal government.

(OVER)

RX-EEE



**A 2282**

**-2-**

Mr. Carlson is President-elect of the American Correctional Association and will begin his two-year term as President in August, 1978. In 1971, he was elected to membership in the National Academy of Public Administration. He received an award from the Attorney General in 1975 for "Outstanding Service in the Equal Employment Opportunity Program in the Department of Justice" for expanding the numbers of minority and female employees in the Bureau of Prisons.

Mr. Carlson has been a member of the Advisory Committee of the Center for Criminal Justice of Harvard Law School and of the visiting committee of the School of Criminal Justice, State University of New York at Albany. Mr. Carlson has also served on the Advisory Board of the Institute of Criminal Justice and Criminology at the University of Maryland.

Mr. Carlson was born in Sioux City, Iowa on August 10, 1933. He received a B.A. degree from Gustavus Adolphus College, St. Peter, Minnesota in Sociology in 1955 and a Master's degree in Criminology from the University of Iowa in 1957.

Mr. and Mrs. Carlson, the former Patricia Musser of Fairmont, Minnesota, live in Springfield, Virginia with their children, Cindy and Gary.

# # #

**A 2283**

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RX- GGG A 2285

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1871

Thompson's

1891. 1892. 1893. 1894. 1895. 1896. 1897. 1898. 1899. 1900. 1901. 1902. 1903. 1904. 1905. 1906. 1907. 1908. 1909. 1910. 1911. 1912. 1913. 1914. 1915. 1916. 1917. 1918. 1919. 1920. 1921. 1922. 1923. 1924. 1925. 1926. 1927. 1928. 1929. 1930. 1931. 1932. 1933. 1934. 1935. 1936. 1937. 1938. 1939. 1940. 1941. 1942. 1943. 1944. 1945. 1946. 1947. 1948. 1949. 1950. 1951. 1952. 1953. 1954. 1955. 1956. 1957. 1958. 1959. 1960. 1961. 1962. 1963. 1964. 1965. 1966. 1967. 1968. 1969. 1970. 1971. 1972. 1973. 1974. 1975. 1976. 1977. 1978. 1979. 1980. 1981. 1982. 1983. 1984. 1985. 1986. 1987. 1988. 1989. 1990. 1991. 1992. 1993. 1994. 1995. 1996. 1997. 1998. 1999. 2000. 2001. 2002. 2003. 2004. 2005. 2006. 2007. 2008. 2009. 2010. 2011. 2012. 2013. 2014. 2015. 2016. 2017. 2018. 2019. 2020. 2021. 2022. 2023. 2024. 2025. 2026. 2027. 2028. 2029. 2030. 2031. 2032. 2033. 2034. 2035. 2036. 2037. 2038. 2039. 2040. 2041. 2042. 2043. 2044. 2045. 2046. 2047. 2048. 2049. 2050. 2051. 2052. 2053. 2054. 2055. 2056. 2057. 2058. 2059. 2060. 2061. 2062. 2063. 2064. 2065. 2066. 2067. 2068. 2069. 2070. 2071. 2072. 2073. 2074. 2075. 2076. 2077. 2078. 2079. 2080. 2081. 2082. 2083. 2084. 2085. 2086. 2087. 2088. 2089. 2090. 2091. 2092. 2093. 2094. 2095. 2096. 2097. 2098. 2099. 2100. 2101. 2102. 2103. 2104. 2105. 2106. 2107. 2108. 2109. 2110. 2111. 2112. 2113. 2114. 2115. 2116. 2117. 2118. 2119. 2120. 2121. 2122. 2123. 2124. 2125. 2126. 2127. 2128. 2129. 2130. 2131. 2132. 2133. 2134. 2135. 2136. 2137. 2138. 2139. 2140. 2141. 2142. 2143. 2144. 2145. 2146. 2147. 2148. 2149. 2150. 2151. 2152. 2153. 2154. 2155. 2156. 2157. 2158. 2159. 2160. 2161. 2162. 2163. 2164. 2165. 2166. 2167. 2168. 2169. 2170. 2171. 2172. 2173. 2174. 2175. 2176. 2177. 2178. 2179. 2180. 2181. 2182. 2183. 2184. 2185. 2186. 2187. 2188. 2189. 2190. 2191. 2192. 2193. 2194. 2195. 2196. 2197. 2198. 2199. 2200. 2201. 2202. 2203. 2204. 2205. 2206. 2207. 2208. 2209. 2210. 2211. 2212. 2213. 2214. 2215. 2216. 2217. 2218. 2219. 2220. 2221. 2222. 2223. 2224. 2225. 2226. 2227. 2228. 2229. 2230. 2231. 2232. 2233. 2234. 2235. 2236. 2237. 2238. 2239. 2240. 2241. 2242. 2243. 2244. 2245. 2246. 2247. 2248. 2249. 2250. 2251. 2252. 2253. 2254. 2255. 2256. 2257. 2258. 2259. 2260. 2261. 2262. 2263. 2264. 2265. 2266. 2267. 2268. 2269. 2270. 2271. 2272. 2273. 2274. 2275. 2276. 2277. 2278. 2279. 2280. 2281. 2282. 2283. 2284. 2285. 2286. 2287. 2288. 2289. 2290. 2291. 2292. 2293. 2294. 2295. 2296. 2297. 2298. 2299. 2300. 2301. 2302. 2303. 2304. 2305. 2306. 2307. 2308. 2309. 2310. 2311. 2312. 2313. 2314. 2315. 2316. 2317. 2318. 2319. 2320. 2321. 2322. 2323. 2324. 2325. 2326. 2327. 2328. 2329. 2330. 2331. 2332. 2333. 2334. 2335. 2336. 2337. 2338. 2339. 2340. 2341. 2342. 2343. 2344. 2345. 2346. 2347. 2348. 2349. 2350. 2351. 2352. 2353. 2354. 2355. 2356. 2357. 2358. 2359. 2360. 2361. 2362. 2363. 2364. 2365. 2366. 2367. 2368. 2369. 2370. 2371. 2372. 2373. 2374. 2375. 2376. 2377. 2378. 2379. 2380. 2381. 2382. 2383. 2384. 2385. 2386. 2387. 2388. 2389. 2390. 2391. 2392. 2393. 2394. 2395. 2396. 2397. 2398. 2399. 2400. 2401. 2402. 2403. 2404. 2405. 2406. 2407. 2408. 2409. 2410. 2411. 2412. 2413. 2414. 2415. 2416. 2417. 2418. 2419. 2420. 2421. 2422. 2423. 2424. 2425. 2426. 2427. 2428. 2429. 2430. 2431. 2432. 2433. 2434. 2435. 2436. 2437. 2438. 2439. 2440. 2441. 2442. 2443. 2444. 2445. 2446. 2447. 2448. 2449. 2450. 2451. 2452. 2453. 2454. 2455. 2456. 2457. 2458. 2459. 2460. 2461. 2462. 2463. 2464. 2465. 2466. 2467. 2468. 2469. 2470. 2471. 2472. 2473. 2474. 2475. 2476. 2477. 2478. 2479. 2480. 2481. 2482. 2483. 2484. 2485. 2486. 2487. 2488. 2489. 2490. 2491. 2492. 2493. 2494. 2495. 2496. 2497. 2498. 2499. 2500. 2501. 2502. 2503. 2504. 2505. 2506. 2507. 2508. 2509. 2510. 2511. 2512. 2513. 2514. 2515. 2516. 2517. 2518. 2519. 2520. 2521. 2522. 2523. 2524. 2525. 2526. 2527. 2528. 2529. 2530. 2531. 2532. 2533. 2534. 2535. 2536. 2537. 2538. 2539. 2540. 2541. 2542. 2543. 2544. 2545. 2546. 2547. 2548. 2549. 2550. 2551. 2552. 2553. 2554. 2555. 2556. 2557. 2558. 2559. 2560. 2561. 2562. 2563. 2564. 2565. 2566. 2567. 2568. 2569. 2570. 2571. 2572.

Rx - GGG



**A 2286**

[illegible]



**A 2287**

|  | 1907 | 1908 | 1909 | 1910 | 1911 | 1912 | 1913 | 1914 | 1915 | 1916 | 1917 | 1918 | 1919 | 1920 | 1921 | 1922 | 1923 | 1924 | 1925 | 1926 | 1927 | 1928 | 1929 | 1930 | 1931 | 1932 | 1933 | 1934 | 1935 | 1936 | 1937 | 1938 | 1939 | 1940 | 1941 | 1942 | 1943 | 1944 | 1945 | 1946 | 1947 | 1948 | 1949 | 1950 | 1951 | 1952 | 1953 | 1954 | 1955 | 1956 | 1957 | 1958 | 1959 | 1960 | 1961 | 1962 | 1963 | 1964 | 1965 | 1966 | 1967 | 1968 | 1969 | 1970 | 1971 | 1972 | 1973 | 1974 | 1975 | 1976 | 1977 | 1978 | 1979 | 1980 | 1981 | 1982 | 1983 | 1984 | 1985 | 1986 | 1987 | 1988 | 1989 | 1990 | 1991 | 1992 | 1993 | 1994 | 1995 | 1996 | 1997 | 1998 | 1999 | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 | 2038 | 2039 | 2040 | 2041 | 2042 | 2043 | 2044 | 2045 | 2046 | 2047 | 2048 | 2049 | 2050 | 2051 | 2052 | 2053 | 2054 | 2055 | 2056 | 2057 | 2058 | 2059 | 2060 | 2061 | 2062 | 2063 | 2064 | 2065 | 2066 | 2067 | 2068 | 2069 | 2070 | 2071 | 2072 | 2073 | 2074 | 2075 | 2076 | 2077 | 2078 | 2079 | 2080 | 2081 | 2082 | 2083 | 2084 | 2085 | 2086 | 2087 | 2088 | 2089 | 2090 | 2091 | 2092 | 2093 | 2094 | 2095 | 2096 | 2097 | 2098 | 2099 | 2100 | 2101 | 2102 | 2103 | 2104 | 2105 | 2106 | 2107 | 2108 | 2109 | 2110 | 2111 | 2112 | 2113 | 2114 | 2115 | 2116 | 2117 | 2118 | 2119 | 2120 | 2121 | 2122 | 2123 | 2124 | 2125 | 2126 | 2127 | 2128 | 2129 | 2130 | 2131 | 2132 | 2133 | 2134 | 2135 | 2136 | 2137 | 2138 | 2139 | 2140 | 2141 | 2142 | 2143 | 2144 | 2145 | 2146 | 2147 | 2148 | 2149 | 2150 | 2151 | 2152 | 2153 | 2154 | 2155 | 2156 | 2157 | 2158 | 2159 | 2160 | 2161 | 2162 | 2163 | 2164 | 2165 | 2166 | 2167 | 2168 | 2169 | 2170 | 2171 | 2172 | 2173 | 2174 | 2175 | 2176 | 2177 | 2178 | 2179 | 2180 | 2181 | 2182 | 2183 | 2184 | 2185 | 2186 | 2187 | 2188 | 2189 | 2190 | 2191 | 2192 | 2193 | 2194 | 2195 | 2196 | 2197 | 2198 | 2199 | 2200 | 2201 | 2202 | 2203 | 2204 | 2205 | 2206 | 2207 | 2208 | 2209 | 2210 | 2211 | 2212 | 2213 | 2214 | 2215 | 2216 | 2217 | 2218 | 2219 | 2220 | 2221 | 2222 | 2223 | 2224 | 2225 | 2226 | 2227 | 2228 | 2229 | 2230 | 2231 | 2232 | 2233 | 2234 | 2235 | 2236 | 2237 | 2238 | 2239 | 2240 | 2241 | 2242 | 2243 | 2244 | 2245 | 2246 | 2247 | 2248 | 2249 | 2250 | 2251 | 2252 | 2253 | 2254 | 2255 | 2256 | 2257 | 2258 | 2259 | 2260 | 2261 | 2262 | 2263 | 2264 | 2265 | 2266 | 2267 | 2268 | 2269 | 2270 | 2271 | 2272 | 2273 | 2274 | 2275 | 2276 | 2277 | 2278 | 2279 | 2280 | 2281 | 2282 | 2283 | 2284 | 2285 | 2286 | 2287 | 2288 | 2289 | 2290 | 2291 | 2292 | 2293 | 2294 | 2295 | 2296 | 2297 | 2298 | 2299 | 2300 | 2301 | 2302 | 2303 | 2304 | 2305 | 2306 | 2307 | 2308 | 2309 | 2310 | 2311 | 2312 | 2313 | 2314 | 2315 | 2316 | 2317 | 2318 | 2319 | 2320 | 2321 | 2322 | 2323 | 2324 | 2325 | 2326 | 2327 | 2328 | 2329 | 2330 | 2331 | 2332 | 2333 | 2334 | 2335 | 2336 | 2337 | 2338 | 2339 | 2340 | 2341 | 2342 | 2343 | 2344 | 2345 | 2346 | 2347 | 2348 | 2349 | 2350 | 2351 | 2352 | 2353 | 2354 | 2355 | 2356 | 2357 | 2358 | 2359 | 2360 | 2361 | 2362 | 2363 | 2364 | 2365 | 2366 | 2367 | 2368 | 2369 | 2370 | 2371 | 2372 | 2373 | 2374 | 2375 | 2376 | 2377 | 2378 | 2379 | 2380 | 2381 | 2382 | 2383 | 2384 | 2385 | 2386 | 2387 | 2388 | 2389 | 2390 | 2391 | 2392 | 2393 | 2394 | 2395 | 2396 | 2397 | 2398 | 2399 | 2400 | 2401 | 2402 | 2403 | 2404 | 2405 | 2406 | 2407 | 2408 | 2409 | 2410 | 2411 | 2412 | 2413 | 2414 | 2415 | 2416 | 2417 | 2418 | 2419 | 2420 | 2421 | 2422 | 2423 | 2424 | 2425 | 2426 | 2427 | 2428 | 2429 | 2430 | 2431 | 2432 | 2433 | 2434 | 2435 | 2436 | 2437 | 2438 | 2439 | 2440 | 2441 | 2442 | 2443 | 2444 | 2445 | 2446 | 2447 | 2448 | 2449 | 2450 | 2451 | 2452 | 2453 | 2454 | 2455 | 2456 | 2457 | 2458 | 2459 | 2460 | 2461 | 2462 | 2463 | 2464 | 2465 | 2466 | 2467 | 2468 | 2469 | 2470 | 2471 | 2472 | 2473 | 2474 | 2475 | 2476 | 2477 | 2478 | 2479 | 2480 | 2481 | 2482 | 2483 | 2484 | 2485 | 2486 | 2487 | 2488 | 2489 | 2490 | 2491 | 2492 | 2493 | 2494 | 2495 | 2496 | 2497 | 2498 | 2499 | 2500 | 2501 | 2502 | 2503 | 2504 | 2505 | 2506 | 2507 | 2508 | 2509 | 2510 | 2511 | 2512 | 2513 | 2514 | 2515 | 2516 | 2517 | 2518 | 2519 | 2520 | 2521 | 2522 | 2523 | 2524 | 2525 | 2526 | 2527 | 2528 | 2529 | 2530 | 2531 | 2532 | 2533 | 2534 | 2535 | 2536 | 2537 | 2538 | 2539 | 2540 | 2541 | 2542 | 2543 | 2544 | 2545 | 2546 | 2547 | 2548 | 2549 | 2550 | 2551 | 2552 | 2553 | 2554 | 2555 | 2556 | 2557 | 2558 | 2559 | 2560 | 2561 | 2562 | 2563 | 2564 | 2565 | 2566 | 2567 | 2568 | 2569 | 2570 | 2571 | 2572 | 2573 | 2574 | 2575 | 2576 | 2577 | 2578 | 2579 | 2580 | 2581 | 2582 | 2583 | 2584 | 2585 | 2586 | 2587 | 2588 | 2589 | 2590 | 2591 | 2592 | 2593 | 2594 | 2595 | 2596 | 2597 | 2598 | 2599 | 2600 | 2601 | 2602 | 2603 | 2604 | 2605 | 2606 | 2607 | 2608 | 2609 | 2610 | 2611 | 2612 | 2613 | 2614 | 2615 | 2616 | 2617 | 2618 | 2619 | 2620 | 2621 | 2622 | 2623 | 2624 | 2625 | 2626 | 2627 | 2628 | 2629 | 2630 | 2631 | 2632 | 2633 | 2634 | 2635 | 2636 | 2637 | 2638 | 2639 | 2640 | 2641 | 2642 | 2643 | 2644 | 2645 | 2646 | 2647 | 2648 | 2649 | 2650 | 2651 | 2652 | 2653 | 2654 | 2655 | 2656 | 2657 | 2658 | 2659 | 2660 | 2661 | 2662 | 2663 | 2664 | 2665 | 2666 | 2667 | 2668 | 2669 | 2670 | 2671 | 2672 | 2673 | 2674 | 2675 | 2676 | 2677 | 2678 | 2679 | 2680 | 2681 | 2682 | 2683 | 2684 | 2685 | 2686 | 2687 | 2688 | 2689 | 2690 | 2691 | 2692 | 2693 | 2694 | 2695 | 2696 | 2697 | 2698 | 2699 | 2700 | 2701 | 2702 | 2703 | 2704 | 2705 | 2706 | 2707 | 2708 | 2709 | 2710 | 2711 | 2712 | 2713 | 2714 | 2715 | 2716 | 2717 | 2718 | 2719 | 2720 | 2721 | 2722 | 2723 | 2724 | 2725 | 2726 | 2727 | 2728 | 2729 | 2730 | 2731 | 2732 | 2733 | 2734 | 2735 | 2736 | 2737 | 2738 | 2739 | 2740 | 2741 | 2742 | 2743 | 2744 | 2745 | 2746 | 2747 | 2748 | 2749 | 2750 | 2751 | 2752 | 2753 | 2754 | 2755 | 2756 | 2757 | 2758 | 2759 | 2760 | 2761 | 2762 | 2763 | 2764 | 2765 | 2766 | 2767 | 2768 | 2769 | 2770 | 2771 | 2772 | 2773 | 2774 | 2775 | 2776 | 2777 | 2778 | 2779 | 2780 | 2781 | 2782 | 2783 | 2784 | 2785 | 2786 | 2787 | 2788 | 2789 | 2790 | 2791 | 2792 | 2793 | 2794 | 2795 | 2796 | 2797 | 2798 | 2799 | 2800 | 2801 | 2802 | 2803 | 2804 | 2805 | 2806 | 2807 | 2808 | 2809 | 2810 | 2811 | 2812 | 2813 | 2814 | 2815 | 2816 | 2817 | 2818 | 2819 | 2820 | 2821 | 2822 | 2823 | 2824 | 2825 | 2826 | 2827 | 2828 | 2829 | 2830 | 2831 | 2832 | 2833 | 2834 | 2835 | 2836 | 2837 | 2838 | 2839 | 2840 | 2841 | 2842 | 2843 | 2844 | 2845 | 2846 | 2847 | 2848 | 2849 | 2850 | 2851 | 2852 | 2853 | 2854 | 2855 | 2856 | 2857 | 2858 | 2859 | 2860 | 2861 | 2862 | 2863 | 2864 | 2865 | 2866 | 2867 | 2868 | 2869 | 2870 | 2871 | 2872 | 2873 | 2874 | 2875 | 2876 | 2877 | 2878 | 2879 | 2880 | 2881 | 2882 | 2883 | 2884 | 2885 | 2886 | 2887 | 2888 | 2889 | 2890 | 2891 | 2892 | 2893 | 2894 | 2895 | 2896 | 2897 | 2898 | 2899 | 2900 | 2901 | 2902 | 2903 | 2904 | 2905 | 2906 | 2907 | 2908 | 2909 | 2910 | 2911 | 2912 | 2913 | 2914 | 2915 | 2916 | 2917 | 2918 | 2919 | 2920 | 2921 | 2922 | 2923 | 2924 | 2925 | 2926 | 2927 | 2928 | 2929 | 2930 | 2931 | 2932 | 2933 | 2934 | 2935 | 2936 | 2937 | 2938 | 2939 | 2940 | 2941 | 2942 | 2943 | 2944 | 2945 | 2946 | 2947 | 2948 | 2949 | 2950 | 2951 | 2952 | 2953 | 2954 | 2955 | 2956 | 2957 | 2958 | 2959 | 2960 | 2961 | 2962 | 2963 | 2964 | 2965 | 2966 | 2967 | 2968 | 2969 | 2970 | 2971 | 2972 | 2973 | 2974 | 2975 | 2976 | 2977 | 2978 | 2979 | 2980 | 2981 | 2982 | 2983 | 2984 | 2985 | 2986 | 2987 | 2988 | 2989 | 2990 | 2991 | 2992 | 2993 | 2994 | 2995 | 2996 | 2997 | 2998 | 2999 | 3000 | 3001 | 3002 | 3003 | 3004 | 3005 | 3006 | 3007 | 3008 | 3009 | 3010 | 3011 | 3012 | 3013 | 3014 | 3015 | 3016 | 3017 | 3018 | 3019 | 3020 | 3021 | 3022 | 3023 | 3024 | 3025 | 3026 | 3027 | 3028 | 3029 | 3030 | 3031 | 3032 | 3033 | 3034 | 3035 | 3036 | 3037 | 3038 | 3039 | 3040 | 3041 | 3042 | 3043 | 3044 | 3045 | 3046 | 3047 | 3048 | 3049 | 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3193 | 3194 | 3195 | 3196 | 3197 | 3198 | 3199 | 3200 | 3201 | 3202 | 3203 | 3204 | 3205 | 3206 | 3207 | 3208 | 3209 | 3210 | 3211 | 3212 | 3213 | 3214 | 3215 | 3216 | 3217 | 3218 | 3219 | 3220 | 3221 | 3222 | 3223 | 3224 | 3225 | 3226 | 3227 | 3228 | 3229 | 3230 | 3231 | 3232 | 3233 | 3234 | 3235 | 3236 | 3237 | 3238 | 3239 | 3240 | 3241 | 3242 | 3243 | 3244 | 3245 | 3246 | 3247 | 3248 | 3249 | 3250 | 3251 | 3252 | 3253 | 3254 | 3255 | 3256 | 3257 | 3258 | 3259 | 3260 | 3261 | 3262 | 3263 | 3264 | 3265 | 3266 | 3267 | 3268 | 3269 | 3270 | 3271 | 3272 | 3273 | 3274 | 3275 | 3276 | 3277 | 3278 | 3279 | 3280 | 3281 |
|--|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|-----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A 2288

[illegible]



A 2289

|       | April 11 |      | April 12 |      |    |
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|       | SPAL     | READ | SPAL     | READ |    |
| 10. E | ✓        | ✓    | ✓        | ✓    | SS |
| 10. B | ✓        | ✓    | ✓        | ✓    |    |
| 10. L | ✓        | ✓    | ✓        | ✓    |    |
| 10. F | ✓        | ✓    | ✓        | ✓    |    |
| 10. C | ✓        | ✓    | ✓        | ✓    |    |
| 10. A | ✓        | ✓    | ✓        | ✓    |    |

RX-HHH

A 2290

## RESUME

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Stevens Institute of Technology  
Hoboken, NJ 07030

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25 Crockett Street  
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Phone: 203-838-1313

## EDUCATION

1957 Cambridge University, England; PhD in Psychology  
1954 Cambridge University, England; MA in Psychology  
1950 The Johns Hopkins University, Baltimore, MD;  
MA in Psychology  
1949 Cambridge University, England; BA in Psychology

## PROFESSIONAL HISTORY

1971 - Present: Associate Research Professor of Applied Psychology,  
Stevens Institute of Technology, Hoboken, NJ  
1970 - 1972 Adjunct Associate Professor of Engineering  
Psychology, New York University, Bronx, NY  
1970 - 1971 Adjunct Associate Professor of Psychology,  
Columbia University, New York, NY  
1962 - 1964 Instructor, Norwalk Community College,  
Norwalk, CT  
1960 - 1962 Instructor, University of Bridgeport, Bridgeport,  
CT  
1957 - 1971 Dunlap and Associates, Inc., Darien, CT  
1951 - 1956 Applied Psychology Research Unit, Medical Research  
Council, Cambridge University, Cambridge, England  
1950 Graduate Student, The Johns Hopkins University,  
Baltimore, MD  
1947 - 1949 Undergraduate Student, Cambridge University,  
Cambridge England  
1943 - 1947 Royal Air Force



HUGH H. BOWEN

2

## PROFESSIONAL EXPERIENCE

Teaching

Stevens Institute of Technology: Conduct lecture courses, seminars, workshops and laboratory int

## Graduate Courses:

Environmental Psychology  
Human Factors Engineering  
Task Analysis and Job Evaluation  
Sensation and Perception  
Motivation and Learning

## Undergraduate Courses:

General Psychology of the Individual  
General Psychology: Social and Applied Psychology  
Personality  
Special Project Courses

## Research and Consulting

Cognitive Technical Operations. For Chas. E. Hatten Bank co. a study of the work operations and environmental conditions of computer terminal operators. The study developed a set of guidelines for the increase of work productivity and the decrease of errors on the operator. The study included the specification of display and keyboard configurations, the work "profile," the design of the work station, and the specification of environmental/social conditions.

This study is continuing under a grant from the Center for Management Organization Research.

Army Habitability Research. Participated as consultant in the evaluation of living and working conditions in military housing. Developed guidance for housing requirements and a methodology for assessing the acceptability of housing conditions.

Stevens Institute: Campus Environmental Usage. Directed a study, carried out by students, in the behavioral usage of campus facilities with particular reference to the balance of private behavior vs communal behavior.



HUGH M. BOWEN

3

Stirling Institute: Various Student Studies: Studies carried out by students have included

- . pedestrian usage of escalators at the World Trade Center
- . spacing of persons in public spaces
- . personal space control in crowded conditions
- . content analysis of graffiti in public places
- . affiliative behavior as a function of proximity
- . territorial defense behavior in representative urban urban environments
- . computer room environments

People and Housing. Directed a study for United States Gypsum Company concerned with the relationship between the physical housing environment and the occupants' behavior, attitudes, etc. The conclusions of the study indicated realistic ways of designing low-income housing to promote the quality of the life of the inhabitants.

Sea Lab and Man-in-the-Sea Studies. For the Office of Naval Research a sequence of studies was conducted including:

- . preparation of contributions to manual covering diver performance, effects of environmental conditions, and habitability requirements.
- . experiment research was conducted in the Sea Lab studies to measure the effects of environmental conditions, both in the water and in underwater habitats, on diver performance and behavior.
- . for Naval Training Device Center a study was being directed concerned with the requirements for training and for training devices of underwater man/machine systems, typically LOOS (Large Object Salvage System) and DSV (Deep Submergence Submergence Rescue Vehicle).

Automobile Ride Simulation. For the Department of Transportation, under subcontract to Booz-Allen Applied Research Inc., studied the requirements for simulation of movement dynamics experienced in a car ride. The total receptivity of the human to motion, force and vibrational input was analyzed, relative fidelity of simulation bench marks were recommended, and a program of research described.

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Pilot Proficiency Evaluation. Under a contract for the Naval Training Device Center, a field study was conducted on the evaluation of pilot performance in simulators and in the air. Studies were made of the relationship of performance in simulators and in the air. Studies were made of the relationship of performance in a simulator (the Operational Flight Trainers for the A4 Aircraft) and in the air, and of the effectiveness of informing the pilot concerning various aspects of his performance as measured by various scoring devices and procedures.

Communications in Business. Directed a study of the communication procedures occurring in modern business. Several models of information flow were developed as a result of examination of typical operations and interviews with personnel at all levels.

Typewriter Evaluation. Directed a study which examined a new model typewriter and compared it with competitive models. By gaining objective and subjective scores and ratings from a sample of typists the strong and weak points of the new design were disclosed and changes recommended.

Head-Up-Display. Directed a study of a pilot's Head-Up-Display device for the main purpose of evaluating the interference effects of the optics when the pilot regards the external scene. A test program was conducted which included laboratory and flight experiments with several optical configurations.

Head-Mounted Optics. Directed two studies concerning the optimum manner to attach head-mounted optical systems. In these micro-antropometric data of the region around the eyes and the front of the head was gained. The tests were conducted to establish the best mounting points on the head, the least discomfort configurations, and the designs which provided the most stable registration of the optics to the eyes.

ACW Display Systems. Directed a classified study which developed a series of specialline displays associated with ACW operations.



PAGE

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were produced. The work included studies of eye and hand movements by photographic techniques while sorters were performing both manual and machine sorting. In addition, participated in an earlier study for Pitney-Bowen, Inc., concerned with human factors considerations in an early version of a semiautomatic mail sorter.

Visibility of Visual Search Targets. Directed a study for General Electric Company, Missile and Space Vehical Dept., on the visibility of visual search targets. Analysis of all observer, target and environmental variables was conducted; laboratory experiments were carried out to determine the visual detection threshold for a certain monochromatic flashing light.

Directed a study for Fairchild Electric which provides human factors support in the design of a landing simulator for training pilots.

Directed an experimental study for the Office of Naval Research on the optimum design for radar symbols. This study resulted in the publication of a standardized set of recommended symbols.

Directed a study for Royal McBee Corporation on the optimum design of typewriter keyboards.

Directed a study for Raymond Loewy Associates on the design of a central control room for a transcontinental gas pipeline; a second similar study was performed for Northern Gas, Inc.

Directed a study for the Signal Corps on the manner of conducting human factors field tests of military equipment.

Directed a study for the Signal Corps which resulted in the development of a standardized code for manual controls.

Directed various projects which have required a combination of human factors engineering and industrial design for the purpose of designing industrial products; these have included the control rooms of various operations, an addresser-printer device, a manual embossing machine, and a postage meter.

Participated in the following studies:

- . Analysis of various visual problems to be encountered in space flight. (NASA)



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- . Analysis and human factors design specifications of the central control room of a nuclear power station. (General Electric, England)
- . Preparation of Chapter VII of the Joint Services Human Engineering Guide to Equipment Design: Man-Machine Dynamics. (Air Force)
- . Analysis of the perception of relative motion as applied to aircraft control. (Navy)
- . Human factors management during the design and testing phases of a large communication system. (Air Force)
- . Analysis of human capacity in complex information centers. (Army)
- . Design of Illumination systems in radar rooms. (Air Force)

1951 - 1956

Medical Research Council  
Cambridge University  
England

Hence Unit engaged in radar research. Areas investigated were the following:

- . Radar display characteristics: optimum contrast conditions for delay displays; effect of different sweep rates; influence of noise pattern and grain.
- . Operator characteristics: ability to extrapolate from present to future conditions on complex displays; ability to collate material patterned temporally and spatially.
- . General studies (on which PhD dissertation was based): investigation into the theory of human discrimination with respect to multi-channel displays; studies in "psychological fatigue" particularly with respect to radar observers.

Acted as consultant to Royal Air Force with respect to radar displays and in other areas concerned primarily with vision. The following were typical consulting projects:

- . Design of the ambient illumination for radar control rooms.
- . Design of air interceptor radar.
- . Design of radar control of missile from parent aircraft.

HUGH M. BOWEN

. Human fatigue problems in long-range reconnaissance.

1950

The Johns Hopkins University  
Baltimore, MD

Engaged in research on Morse Code signaling and receiving, recognition of shapes under visually deprived conditions, and the influence of subjectively set goals in maintaining performance.

1943 - 1947

Royal Air Force

Aircrew Navigator 1944-5; mainly Avro Lancasters, some B24 experience. Personnel Selection Officer. Administered and developed test batteries for personnel selection. Duties included recruit grading, ground and aircrew selection, and vocational guidance for civilian occupations for men ending their service.

## Professional Affiliations:

American Psychological Association  
Human Factors Society  
Ergonomics Research Society  
Marine Technology Society  
New England Psychological Association.



## Major Publications:

- Bowen, H.M., Andreassi J.L., Truax, S., and Orlansky, J. Optimum symbols for radar displays. Human Factors, 1960, 2, 28-33.
- Bowen, H.M. and Woodhead, M. Estimation of track targets after preview. Canad. J. Psychol., 1955, 9, 239-246.
- Bowen, H.M. Vigilance as a function of signal frequency and flash rate. Percept. Mot. Skills, 1964 18, 333-338.
- Bowen H.M. Preliminary experiments on keyboard design for semiautomatic mail sorting. J. appl. Psychol., 1965 49, 194-196.
- Bowen, H.M. Rational design, i-vii, (series of articles) Indus. Design, 1964 11, 2-8.
- Bowen, H.M., Anderson, B., Promisel, B. Studies of divers' performance during the Sea lab II project. Human Factors, 1966, 183-189.
- Bowen, H.M. Human Factors Engineering, (Chapter 10), Handbook of Engineering Administration (Spring 1967). McGraw-Hill Book Company.
- Bowen, H.M. The lap in the system. Ergonomics, 1967, 10, 112-119.
- Bowen, H.M. Man as an underwater inhabitant and worker. Ergonomics, Sept. 1967, 10, 611-615.
- Bowen, H.M. How to live the wet life. Indus. Design, Sept. 1967, 66-70.
- Bowen H.M. Toward a behavioral support system for divers. (Proc. Man-in-the-Sea Symposium, Metro. Chapter, Human Factors Society) Sept. 1967.
- Bowen, H.M. Diver performance and the effects of cold. Human Factors, 1968.
- Bowen, H.M. Human capability in water. Marine Technology 1968.
- Bowen, H.M. "Of Cities and Eroticism." Letter, N.Y. Times, May, 1975.
- In preparation: Behavior and Environment.



## Memorandum

Rx - III

DATE: December 14, 1976

Taylor, Warden

Edna David

D. Edna David, Recreation Specialist

SUBJECT: Quarterly Report: October 6, 1976 thru present

1. Tournaments: Program serving all units has been having difficulties in such areas as coverage for tournaments and inability to get unit winners to play each other and other floors. Therefore, as mentioned in the last quarterly report, Indoor Tournaments are played for unit winners. There is no competition between floors. Indoor Tournaments consist of the following activities: Cards - such as Wisc, Spades and Pinochle. Pool, Pingpong, Chess and Dominoes. Outdoor Tournaments will have floor winners who will compete for a floor trophy. Instead of having a tournament every major holiday, the Recreation Department will now have one tournament per quarter. Coverage on the units is too poor at holiday time. There will be two Indoor Tournaments for the cold weather quarters and two Outdoor Tournaments for the quarters that fall in the warm weather months. All tournaments will be held as close to a holiday as possible. Outdoor tournaments consist of the following activities: Basketball, Volleyball, Handball, Paddleball, and Weight lifting. Trophies and a certificate from Mr. Taylor, Warden, is given to all winners.

2. Bingo: is held once a month for all units by floors. Prizes are provided by the recreation department. Bingo is now being given on holidays also, courtesy of the Inmate Fund. The games last approximately 45 minutes or until all prizes are won.

3. Casual Music: is given on all units when requested or when the weather is bad and roof activities is cancelled.

4. Disco Music: is now being held on Saturday nights for the 5th and 2nd floors. It is also held when inclement weather shuts down the roof. Approximate time: one and a half hours.

5. Theater trips: are still being held when tickets are available, but for this quarter, no tickets have been used. Unit staff now has paperwork etc. and cannot find time to process residents for the outside trips.

P. U.S. Savings Bonds Regularly on the Payroll Savings Plan

Rx-III

# Memorandum

A 2309

Larry Taylor, Warden

DATE: December 14, 1976

FROM : D. Edna David, Recreation Specialist

SUBJECT: Quarterly Report continued. Page 2.

6. Outside Entertainment: now back in full swing with unit staff participating in coverage. The following entertainers have given of their talents since our last report:

Joe Gaines, Disc Jockey of radio station WBNX, N.Y. (Latin music)

Mr. Joe Cuba and his band. (Latin)

El Comendino and his band. (Latin)

El Conte and his band. (Latin and Rock)

Bo Diddley and others. (Rock and Jazz)

Coming up for December are:

Mr. Kenneth (Spider Man) Webb, Disc Jockey of WBLG, NY. with a disco show and talk.

"Sweet Saviour" (Rock)

Rodriguez and his band. (Latin)

The Family (Drama and Music)

7. Sports events: are still being accepted when tickets are available. There is poor response to acceptance of tickets, some are not used as unit staff is unable to do the paperwork involved as mentioned in 55-Theater trips.

8. Basketball team: has been temporarily disbanded due to my being unable to find time to take them out for practice. All of our pending games have been cancelled.

9. Universal Ballet lifing workshop has come to a temporary halt due to the cold weather we have been having. Residents are still working out but not in a structured class. We are still waiting for delivery of the small (3 stationed) universal gyms to be installed in the units. This was held up due to a strike. The workshops will begin as soon as the gyms are installed.

10. Calisthenics (Exercised Workshop): a workshop in calisthenics which was started in July, (see previous report) now has two student instructors from Hunter College. It is an outstanding program and is well received by the residents. Please see the Education report for further information.

*Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan*



UNITED STATES GOVERNMENT  
*Memorandum*

A 2301

: Larry Taylor, Warden

DATE: December 14, 1976

: D. Edna David, Recreation Specialist

SUBJECT: Quarterly Report continued. Page 3.

11. Arts and Crafts: approval has been obtained on a number of arts and crafts materials and the recreation department is now in the process of making a catalog which will include all approved items with pictures etc. Needlework and knitting has been approved and a list of materials is available. Some of the items approved for arts and crafts are: (Please see attached list.)
12. Equipment: Major equipment that has been purchased for use on the units and on the roof have almost all been installed except for the following: Heavy training bags, Basketball backboards (roof), Bocchie ball court. The carpentry shop made a wagon for the disco equipment which rolls. It holds two large speakers, amplifier, tuner and records. This department really appreciates the work that went into making it and wishes to take this opportunity to thank that department. The volleyball stands were installed and a resident promptly tore them up and broke the stands. We are now in the process of purchasing more stands. We used our Fender Rhodes electric piano during a show and it has beautiful sound. We used the bands amplifiers.
13. Roof: Attendance on the roof has dropped to an average of 5 (five) residents per floor due to extremely cold weather. A winter schedule has been made and the recreation department is awaiting approval. A copy of the tentative schedule is attached. The new schedule will provide the 11th, 9th, 7th and PC units with 3 (three) hours per week and the 5th, 2nd floors with 4 (four) hours per week. The new schedule will also utilize the warmer hours of the day by starting at 1:00pm..

See Education Quarterly Report for the following workshops:

- 14. Fine Arts
- 15. Art
- 16. Sculpture
- 17. Dance Workshop
- 18. Drama Workshop
- 19. Creative Writing

Attachments:

2



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

oved items for Kits and Crafts

A 2302

Painting: all mediums-acrylic and oils, watercolor.  
Mosaic  
Mosaic Tile kits  
Basketry and Weaving  
Drawing-Charcoal, crayons, pencils, chalk pastels  
Shell craft  
Wood craft  
Styrofoam  
Stick Craft  
Spatter Craft  
Plycraft  
Felt for Characters  
Needle Point  
Raffia crafts  
Chipstone Craft  
Leather craft kits (Lacing only-no cutting etc.)  
Wall panel kits  
Knitting  
Crochet  
Quilting



3 Hours - Service

Winter Roof Schedule - see ...

|                                                                                                               |                                                                                                               |                                            |  |                                                                                                              |                                                                                                               |                                                                                                              |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------|--|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
|                                                                                                               |                                                                                                               |                                            |  |                                                                                                              |                                                                                                               |                                                                                                              |
| <u>1:15-2:15pm</u><br>11th Floor<br>Recreation Off.<br><br><u>2:45-3:45pm</u><br>3rd Floor<br>Recreation Off. | <u>1:15-2:15pm</u><br>7th Floor<br>Recreation Off.<br><br><u>2:45-3:45pm</u><br>11th Floor<br>Recreation Off. | 11th Floor<br>Recreation<br><br>Recreation |  | <u>1:15-2:15pm</u><br>7th Floor<br>Recreation Off.<br><br><u>2:45-3:45pm</u><br>3rd Floor<br>Recreation Off. | <u>1:15-2:15pm</u><br>9th Floor<br>Recreation Off.<br><br><u>2:45-3:45pm</u><br>11th Floor<br>Recreation Off. | <u>1:15-2:15pm</u><br>7th Floor<br>Recreation Off.<br><br><u>2:45-3:45pm</u><br>3rd Floor<br>Recreation Off. |
| <u>5:30-6:30pm</u><br>9th Floor<br>Recreation Off.                                                            | <u>5:30-6:30pm</u><br>5th, 2nd & Hosp.<br>Recreation Off.                                                     |                                            |  | <u>5:30-6:30pm</u><br>9th Floor<br>Recreation Off.                                                           | <u>5:30-6:30pm</u><br>5th Floor<br>Recreation Off.<br>(2nd & Hosp. also)                                      | <u>5:30-6:30pm</u><br>5th 2nd & Hosp.<br>Recreation Off.                                                     |

A 2303

17

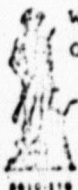
# Memorandum

TO : Larry Taylor, Warden  
*D. Edna David*  
FROM : D. Edna David, Recreation Specialist

DATE: March 10, 1977

SUBJECT: Quarterly Report: December 15th, 1976 thru present.

1. Tournaments: Program serving all units had been having difficulties in such areas as coverage for tournaments and inability to get unit winners to play each other and other floors. Now that Indoor-Tournaments are played on the unit for unit winners only, the program runs smoothly. We have not had a Outdoor-Tournament this quarter as it is scheduled for warmer weather. All tournaments are held as close to a holiday as possible. Outdoor tournaments consist of the following activities: Basketball, Volleyball, Handball, Paddleball, and Weight lifting. Indoor-Tournaments consist of the following activities: Cards- such as Wisc, Spades and Pinochle. Pool, Pingpong, Chess and Dominoes are included. Trophies and a certificate from Mr. Taylor, Warden, is given to all winners.
2. Bingo: is held once a month for all units by floors. Prizes are provided by the Recreation Department. Bingo is now being given on holidays also, courtesy of the Inmate Fund. The games last approximately 45 minutes or until all prizes are won. While Bingo is being played, the Recreation Department usually serves Pop-corn. The corn is popped on the unit. The machine was given to the Recreation Department courtesy of the Inmate Fund.
3. Pop-corn: As mentioned in #2-Bingo, the Recreation Department now has a pop-corn machine. We serve hot popcorn at least once a month on the units or weather permitting, on the roof during outdoor recreation periods.
4. Casual Music: is given on all units when requested or when the weather is bad and roof activities are cancelled by the residents. The Recreation Department has been adding to it's record collection each quarter. We have had numerous donations of albums also.
5. Disco Music: is now held at the discretion of the unit staff. The 5th and 2nd floors participate when it is held. Approximate time: one and a half hours. This program is well received by the residents.
6. Theater trips: are still being held when tickets are available, but for this quarter, only one trip was made. Unit staff still has a problem with paperwork etc. and cannot find time to process residents for the outside trips.



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

RX- JJJ



# Memorandum

TO : Larry Taylor, Warden

DATE: March 10, 1976

FROM : D. Edna David, Recreation Specialist

SUBJECT : Quarterly Report Continued. Page 2

7. Outside Entertainment: is still in full swing with unit staff participating in coverage. We are now in the process of trying to get more entertainment in for the units.

8. Sports events: are still being accepted when tickets are available. There is poor response to acceptance of tickets. Some are not used as unit staff is unable to do the paperwork involved as mentioned in #6-Theater trips and there is difficulty in getting staff members to escort the residents.

9. Universal Weight Lifting Workshops: Residents are now working out in a structured class on their units. We have received our mini-gyms and one was installed on each unit. We will start the outdoor program as soon as weather permits.

10. Calisthenics (Exercise) Workshop: is still an outstanding, well received program. Please see the Education Report for further information.

11. Basketball team: is still disbanded due to my being unable to find time to take them out for practice. Also, this program has been dropped from the budget for the time being.

12. Arts and Crafts: approval has been obtained on a number of arts and crafts materials and the Recreation Department is now in the process of distributing the catalog which will include all approved items with pictures etc. A list of materials available for needlework will be distributed with the arts and crafts catalog when requested.

13. Equipment: Major equipment that has been purchased for use on the units and on the roof have almost all been installed except for the following: Heavy training bags, Basketball Backboards and a Bocchie ball court. Inclement weather impeded installation.

14. Roof: Attendance on the roof still has an average of 5 (five) residents per floor due to extremely cold weather. The Winter Schedule mentioned in the last report was not approved. Therefore we are still on our Summer Schedule. Each floor with the exception of the 5th and 2nd floors, go on (1) hour daily. The 5th and 2nd floors have three (3) hours Monday thru Friday with four (4) hours on Saturday and Sunday.

*Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan*

# Memorandum

DATE: March 10, 1977

SUBJECT: Quarterly Report Continued. Page 3.

15. Fine Arts
16. Art
17. Sculpture
18. Dance Workshop
19. Drama Workshop
20. Creative Writing

21. Mobile Arts and Crafts Wagon: This department has found that on days of inclement weather, casual music and or disco is really not enough activity for the units. We are now in the process of compiling simple art and crafts activities that will go on to a mobile cart to be taken to the unit. These crafts will be made up of items that can be completed in one (1) hour.

22. Christmas and New Year's Holiday Activities: All units received Bingo, Popcorn and at least one show (Outside Entertainment). Santa Claus (A resident) was in the lobby, which was decorated by residents, from December 18th thru December 25th. Each visiting child was given a toy or game. The Recreation Department had a new program call "Operation Toys". Many toy companies, private organizations and others such as Comic Books of America donated toys and monies. All toys, books etc. that were not given away was donated to the Education Department's Sesame Street Program. This program was well received and will be repeated again this year. We have all ready received several letters offering to donate toys again this year.



RX- KKK

A 2307

UNITED STATES GOVERNMENT

Memorandum

DATE: August 6th, 1977

TO : M. Holmes, Research Analyst  
FROM : D. Edna David, Rec. Spec.  
SUBJECT: Attendance on the roof, week ending, August 5th, 1977

| DATE     | UNIT          | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS                |
|----------|---------------|--------------------|--------------|-------------------------|
| X Aug. 1 | 5th & 2nd fl. | 35                 | 3 hrs.       | A.M. Recreation         |
|          | 5th & 2nd fl. | 40                 | 3 hrs.       | PM Recreation           |
|          | 3rd fl.       | 6                  | 1 hr.        |                         |
|          | 7th fl.       | 20                 | 1 hr.        |                         |
|          | 9th fl.       | 17                 | 1 hr.        |                         |
|          | 11th fl.      | 39                 | 1 hr.        |                         |
| Aug. 2   | 5th fl.       | 52                 | 3 hrs.       |                         |
|          | 3rd fl.       | 15                 | 1 hr.        |                         |
|          | 7th fl.       | 22                 | 1 hr.        |                         |
|          | 9th fl.       | 25                 | 1 hr.        |                         |
|          | 11th fl.      | 43                 | 1 hr.        |                         |
| Aug. 3   | 5th fl.       | 55                 | 3 hrs.       |                         |
|          | 3rd fl.       | 9                  | 1 hr.        |                         |
|          | 7th fl.       | 30                 | 1 hr.        |                         |
|          | 9th fl.       | 20                 | 1 hr.        |                         |
|          | 11th fl.      | 40                 | 1 hr.        |                         |
| Aug 4    | 5th fl.       | 60                 | 3 hrs.       |                         |
|          | 3rd fl.       | 20                 | 1 hr.        |                         |
|          | 7th fl.       | 0                  |              | No Record, went to Roof |
|          | 9th fl.       | 23                 | 1 hr.        |                         |
|          | 11th fl.      | 35                 | 1 hr.        |                         |
| Aug. 5   | 5th fl.       | 0                  |              | No record from unit     |
|          | 3rd fl.       | 4                  | 1 hr.        |                         |
|          | 7th fl.       |                    |              | No record, went to roof |
|          | 9th fl.       |                    |              | No record               |
|          | 11th fl.      | 30                 | 1 hr.        |                         |

cc:  
File  
Roof Log

USA 330-475  
(E.D. 4-23-71)

EXHIBIT  
U. S. DIST. COURT  
S. D. OF N. Y.

KKK

## UNITED STATES GOVERNMENT

## Memorandum

DATE: August 11th, 1976

TO : M. Haines, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, August 10th, 1976

| DATE    | UNIT                                  | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS        |
|---------|---------------------------------------|--------------------|--------------|-----------------|
| Aug. 6  | Heavy Rain - All Floors Refused       |                    |              |                 |
| Aug. 7  | 5th & 2nd fl.                         | 40 <sup>x</sup>    | 3 hrs.       | A.M. Recreation |
|         | 5th & 2nd fl.                         | 35 <sup>x</sup>    | 3 hrs.       | P.M. Recreation |
|         | 3rd fl.                               | 11 <sup>+</sup>    | 1 hr.        |                 |
|         | 7th fl.                               | 20 <sup>+</sup>    | 1 hr.        |                 |
|         | 9th fl.                               | 22 <sup>+</sup>    | 1 hr.        |                 |
|         | 11th fl.                              | 38 <sup>+</sup>    | 1 hr.        |                 |
| Aug. 8  | 2nd fl.                               | 39 <sup>+</sup>    | 3 hrs.       | A.M. Recreation |
|         | Heavy Rain - All other Floors Refused |                    |              |                 |
| Aug. 9  | 5th & 2nd fl.                         | 30 <sup>x</sup>    | 3 hrs.       |                 |
|         | 3rd fl.                               | 9 <sup>+</sup>     | 1 hr.        |                 |
|         | 7th fl.                               | 0                  |              | Rain, Refused   |
|         | 9th fl.                               | 23 <sup>x</sup>    | 1 hr.        |                 |
|         | 11th fl.                              |                    |              | Rain, Refused   |
| Aug. 10 | 5th & 2nd fl.                         | 33 <sup>x</sup>    | 3 hrs.       |                 |
|         | 3rd fl.                               | 10 <sup>+</sup>    | 1 hr.        |                 |
|         | 7th fl.                               | 14 <sup>+</sup>    | 1 hr.        |                 |
|         | 9th fl.                               | 20 <sup>+</sup>    | 1 hr.        |                 |
|         | 11th fl.                              | 25 <sup>x</sup>    | 1 hr.        |                 |



A 2309

UNITED STATES GOVERNMENT

Memorandum

DATE: August 16th, 1976

TO : M. Haines, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, August 15th, 1976

| DATE    | UNIT                                 | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS            |
|---------|--------------------------------------|--------------------|--------------|---------------------|
| Aug. 11 | 5th & 2nd fl.                        | 78 <del>x</del>    | 3 hrs.       |                     |
|         | 3rd fl.                              | 9 <del>+</del>     | 1 hr.        |                     |
|         | 7th fl.                              | 2 <del>+</del>     | 1 hr.        |                     |
|         | 9th fl.                              | 20 <del>+</del>    | 1 hr.        |                     |
|         | 11th fl.                             | 40 <del>+</del>    | 1 hr.        |                     |
| Aug. 12 | 5th & 2nd fl.                        |                    |              | No record from unit |
|         | 3rd fl.                              | 5 <del>+</del>     | 1 hr.        |                     |
|         | 7th fl.                              | 24 <del>+</del>    | 1 hr.        |                     |
|         | 9th fl.                              | 18 <del>+</del>    | 1 hr.        |                     |
|         | 11th fl.                             | 41 <del>+</del>    | 1 hr.        |                     |
| Aug. 13 | ROOF CLOSED                          | FOR                | SECURITY     | REASONS.            |
| Aug. 14 | 5th & 2nd fl.                        | 52 <del>x</del>    | 3 hrs.       | A.M. Recreation     |
|         | 5th & 2nd fl.                        | 70 <del>x</del>    | 3 hrs.       | P.M. Recreation     |
|         | 3rd fl.                              | 12 <del>+</del>    | 1 hr.        |                     |
|         | 7th fl.                              | 33 <del>+</del>    | 1 hr.        |                     |
|         | 9th fl.                              | 21 <del>+</del>    | 1 hr.        |                     |
|         | 11th fl.                             | 40 <del>+</del>    | 1 hr.        |                     |
| Aug. 15 | 5th & 2nd fl.                        | 37 <del>x</del>    | 3 hrs.       |                     |
|         | ALL OTHER FLOORS REFUSED DUE TO RAIN |                    |              |                     |

## UNITED STATES GOVERNMENT

A 2310

## Memorandum

DATE: August 20, 1976

TO : M. Haimes, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, August August 19th, 1976

| DATE    | UNIT          | TOTAL<br>PARTICIPANTS | TIME<br>ON<br>ROOF | COMMENTS      |
|---------|---------------|-----------------------|--------------------|---------------|
| Aug. 16 | 5th & 2nd fl. | 52X                   | 3 hrs.             |               |
|         | 3rd fl.       | 10+                   | 1 hr.              |               |
|         | 7th fl.       | 26+                   | 1 hr.              |               |
|         | 9th fl.       | 15+                   | 1 hr.              |               |
|         | 11th fl.      | 36X                   | 1 hr.              |               |
| Aug. 17 | 5th & 2nd fl. | 66X                   | 3 hrs.             | Refused, Rain |
|         | 3rd fl.       |                       |                    |               |
|         | 7th fl.       | 15+                   | 1 hr.              |               |
|         | 9th fl.       | 25+                   | 1 hr.              |               |
|         | 11th fl.      | 40X                   | 1 hr.              |               |
| Aug. 18 | 5th & 2nd fl. | 75X                   | 3 hrs.             |               |
|         | 3rd fl.       | 13+                   | 1 hr.              |               |
|         | 7th fl.       | 20+                   | 1 hr.              |               |
|         | 9th, fl,      | 23+                   | 1 hr.              |               |
|         | 11th fl.      | 42+                   | 1 hr.              |               |
| Aug. 19 | 5th & 2nd fl. | 75X                   | 3 hrs.             |               |
|         | 3rd fl.       | 12+                   | 1 hr.              |               |
|         | 7th fl.       | 23+                   | 1 hr.              |               |
|         | 9th fl.       | 15+                   | 1 hr.              |               |
|         | 11th fl.      | 37X                   | 1 hr.              |               |

cc:  
File  
Roof Log



## UNITED STATES GOVERNMENT

A 2311

## Memorandum

DATE: August 25th, 1976

TO : M. Haines, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending August 24th, 1976

| DATE      | UNIT          | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS        |
|-----------|---------------|--------------------|--------------|-----------------|
| Aug. 20   | 5th & 2nd fl. | 67*                | 3 hrs.       |                 |
|           | 3rd fl.       | 15*                | 1 hr.        |                 |
|           | 7th fl.       | 18*                | 1 hr.        |                 |
|           | 9th fl.       | 20*                | 1 hr.        |                 |
|           | 11th fl.      | 33*                | 1 hr.        |                 |
| X Aug. 21 | 5th & 2nd fl. | 60*                | 3 hrs.       | A.M. Recreation |
|           | 5th & 2nd fl. | 70*                | 3 hrs.       | P.M. Recreation |
|           | 3rd fl.       | 20*                | 1 hr.        |                 |
|           | 7th fl.       | 22*                | 1 hr.        |                 |
|           | 9th fl.       | 15*                | 1 hr.        |                 |
|           | 11th fl.      | 42*                | 1 hr.        |                 |
| X Aug. 22 | 5th & 2nd fl. | 33*                | 3 hrs.       | A.M. Recreation |
|           | 5th & 2nd fl. | 68*                | 3 hrs.       | P.M. Recreation |
|           | 3rd fl.       | 8*                 | 1 hr.        |                 |
|           | 7th fl.       | 25*                | 1 hr.        |                 |
|           | 9th fl.       | 16*                | 1 hr.        |                 |
|           | 11th fl.      | 37*                | 1 hr.        |                 |
| Aug. 23   | 5th & 2nd fl. | 73*                | 3 hrs.       |                 |
|           | 3rd fl.       | 14*                | 1 hr.        |                 |
|           | 7th fl.       | 20*                | 1 hr.        |                 |
|           | 9th fl.       | 22*                | 1 hr.        |                 |
|           | 11th fl.      | 40*                | 1 hr.        |                 |
| Aug. 24   | 5th & 2nd fl. | 78*                | 3 hrs.       |                 |
|           | 3rd fl.       | 11*                | 1 hr.        |                 |
|           | 7th fl.       | 30*                | 1 hr.        |                 |
|           | 9th fl.       | 27*                | 1 hr.        |                 |

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## UNITED STATES GOVERNMENT

A 2312

## Memorandum

DATE: August 30th, 1976

TO : M. Haines, Research Analyst  
 FROM : D. Edna David, Rec. Spec.  
 SUBJECT: Attendance on the roof, week ending August 29th, 1976

| DATE     | UNIT                           | TOTAL<br>PARTICIPANTS               | TIME<br>ON<br>ROOF | COMMENTS        |
|----------|--------------------------------|-------------------------------------|--------------------|-----------------|
| Aug. 25  | 5th & 2nd fl.                  | 75                                  | 3 hrs.             |                 |
|          | 3rd fl.                        | 16                                  | 1 hr.              |                 |
|          | 7th fl.                        | 27                                  | 1 hr.              |                 |
|          | 9th fl.                        | 16                                  | 1 hr.              |                 |
|          | 11th fl.                       | 40                                  | 1 Hr.              |                 |
| Aug. 26  | 5th & 2nd fl.                  | 67                                  | 3 hrs.             |                 |
|          | 3rd fl.                        | 7                                   | 1 hr.              |                 |
|          | 7th fl.                        | 32                                  | 1 hr.              |                 |
|          | 9th fl.                        | 21                                  | 1 hr.              |                 |
|          | 11th fl.                       | 38                                  | 1 hr.              |                 |
| Aug. 27  | ALL FLOORS REFUSED DUE TO RAIN |                                     |                    |                 |
| Aug 28   | 5th & 2nd fl.                  | 58                                  | 3 hrs.             | A.M. Recreation |
|          | 5th & 2nd fl.                  | 70                                  | 3 hrs.             | P.M. Recreation |
|          | 3rd fl.                        | 25                                  | 1 hr.              |                 |
|          | 7th fl.                        | 26                                  | 1 hr.              |                 |
|          | 9th fl.                        | 23                                  | 1 hr.              |                 |
|          | 11th fl.                       | 42                                  | 1 hr.              |                 |
| Aug. 29. | 5th & 2nd fl.                  | 65                                  | 3 hrs.             | P.M. Recreation |
|          | 5th & 2nd fl                   | A.M. Recreation-No Record from Unit |                    |                 |
|          | 3rd fl.                        | 6                                   | 1 hr.              |                 |
|          | 7th fl.                        | 30                                  | 1 hr.              |                 |
|          | 9th fl.                        | 28                                  | 1 hr.              |                 |
|          | 11th fl.                       | 39                                  | 1 hr.              |                 |

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## UNITED STATES GOVERNMENT

A 2313

## Memorandum

DATE: August 31, 1976

TO : M. Haines, Research Analyst  
FROM : D. Edna David, Rec. Spec.  
SUBJECT: Attendance on the roof, week ending, August 31, 1976

| DATE    | UNIT          | TOTAL<br>PARTICIPANTS | TIME<br>ON<br>ROOF | COMMENTS |
|---------|---------------|-----------------------|--------------------|----------|
| Aug. 30 | 5th & 2nd fl. | 72*                   | 3 hrs.             |          |
|         | 3rd fl.       | 14*                   | 1 hr.              |          |
|         | 7th fl.       | 23*                   | 1 hr.              |          |
|         | 9th fl.       | 23*                   | 1 hr.              |          |
|         | 11th fl.      | 40*                   | 1 hr.              |          |
| Aug. 31 | 5th & 2nd fl. | 69*                   | 3 hrs.             |          |
|         | 3rd fl.       | 4*                    | 1 hr.              |          |
|         | 7th fl.       | 17*                   | 1 hr.              |          |
|         | 9th fl.       | 9*                    | 1 hr.              |          |
|         | 11th fl.      | 24*                   | 1 hr.              |          |

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## UNITED STATES GOVERNMENT

A 2314

## Memorandum

DATE: September 6th, 1976

TO : M. Haimas, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, September 5th, 1976

| DATE    | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS                                    |
|---------|--------------------|--------------|---------------------------------------------|
| Sept. 1 | 5th & 2nd fl. 10*  | 1 hr.        | No Record                                   |
|         | 3rd fl. 28*        | 1 hr.        |                                             |
|         | 7th fl. 9*         | 1 hr.        |                                             |
|         | 9th fl. 40*        | 1 hr.        |                                             |
| Sept. 2 | 5th & 2nd fl. 34*  | 1 hr.        | No Record                                   |
|         | 3rd fl. 20*        | 1 hr.        | No Staff                                    |
|         | 7th fl. 50*        | 1 hr.        |                                             |
|         | 9th fl. 40*        | 3 hrs.       |                                             |
|         | 11th fl. 12*       | 1 hr.        |                                             |
| Sept. 3 | 5th & 2nd fl. 33*  | 1 hr.        |                                             |
|         | 3rd fl. 29*        | 1 hr.        |                                             |
|         | 7th fl. 49*        | 1 hr.        |                                             |
|         | 9th fl. 60*        | 3 hrs.       | A.M. Recreation                             |
|         | 11th fl. 50*       | 3 hrs.       | P.M. Recreation                             |
| Sept. 4 | 5th & 2nd fl. 15*  | 1 hr.        |                                             |
|         | 3rd fl. 29*        | 1 hr.        |                                             |
|         | 7th fl. 18*        | 1 hr.        |                                             |
|         | 9th fl. 62*        | 1 hr.        |                                             |
|         | 11th fl. 63*       | 3 hrs.       | A.M. Recreation everyone working, (kitchen) |
| Sept. 5 | 5th & 2nd fl. 7*   | 1 hr.        | P.M. Recreation                             |
|         | 3rd fl. 40*        | 1 hr.        |                                             |
|         | 7th fl. 22*        | 1 hr.        |                                             |
|         | 9th fl. 60*        | 1 hr.        |                                             |
|         | 11th fl. 60*       | 1 hr.        |                                             |

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## UNITED STATES GOVERNMENT

A 2315

## Memorandum

DATE: September 11th, 1976

TO : M. Haimas, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, September 10th, 1976

| DATE     | UNIT                                        | TOTAL<br>PARTICIPANTS | TIME<br>ON<br>ROOF | COMMENTS               |
|----------|---------------------------------------------|-----------------------|--------------------|------------------------|
| Sept. 6  | 5th & 2nd fl.                               | 40X                   | 3 hrs.             |                        |
|          | 3rd fl.                                     | 10X                   | 1 hr.              |                        |
|          | 7th fl.                                     | 30X                   | 1 hr.              |                        |
|          | 9th fl.                                     | 15X                   | 1 hr.              |                        |
|          | 11th fl.                                    | 58X                   | 1 hr.              |                        |
| Sept. 7  | 5th & 2nd fl.                               | 52X                   | 3 hrs.             |                        |
|          | 3rd fl.                                     | 6X                    | 1 hr.              |                        |
|          | 7th fl.                                     | 29X                   | 1 hr.              |                        |
|          | 9th fl.                                     | 30X                   | 1 hr.              |                        |
|          | 11th fl.                                    | 54X                   | 1 hr.              |                        |
| Sept. 8  | 5th & 2nd fl.                               | 72X                   | 3 hrs.             |                        |
|          | 3rd fl.                                     | 15X                   | 1 hr.              |                        |
|          | 7th fl.                                     | 17X                   | 1 hr.              |                        |
|          | 9th fl.                                     | 20X                   | 1 hr.              |                        |
|          | 11th fl.                                    | 36X                   | 1 hr.              |                        |
| Sept 9   | 5th & 2nd fl.<br>LABOR DAY BARB-QUE ON ROOF |                       |                    | Missed P.M. Recreation |
| Sept. 10 | RAIN ALL FLOORS REFUSED                     |                       |                    |                        |

## UNITED STATES GOVERNMENT

A 2316

## Memorandum

DATE: September 16th, 1976

TO : M. Haimas, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, September 15th, 1976

| DATE       | UNIT          | TOTAL<br>PARTICIPANTS | TIME<br>ON<br>ROOF | COMMENTS                           |
|------------|---------------|-----------------------|--------------------|------------------------------------|
| X Sept. 11 | 5th & 2nd fl. | 45X                   | 3 hrs.             | A.M. Recreation<br>P.M. Recreation |
|            | 5th & 2nd fl. | 60X                   | 3 hrs.             |                                    |
|            | 3rd fl.       | 18X                   | 1 hr.              |                                    |
|            | 7th fl.       | 22X                   | 1 hrs.             |                                    |
|            | 9th fl.       | 31X                   | 1 hr.              |                                    |
|            | 11th fl.      | 43X                   | 1 hr.              |                                    |
| X Sept. 12 | 5th & 2nd fl. | 37X                   | 3 hrs.             | A.M./Recreation<br>P.M. Recreation |
|            | 5th & 2nd fl. | 72X                   | 3 hrs.             |                                    |
|            | 3rd fl.       | 5X                    | 1 hr.              |                                    |
|            | 7th fl.       | 26X                   | 1 hr.              |                                    |
|            | 9th fl.       | 33X                   | 1 hr.              |                                    |
|            | 11th fl.      | 40X                   | 1 hr.              |                                    |
| Sept. 13   | 5th & 2nd fl. | 62X                   | 3 hrs.             |                                    |
|            | 3rd fl.       | 12X                   | 1 hr.              |                                    |
|            | 7th fl.       | 20X                   | 1 hr.              |                                    |
|            | 9th fl.       | 25X                   | 1 hr.              |                                    |
|            | 11th fl.      | 35X                   | 1 hr.              |                                    |
|            |               |                       |                    |                                    |
| Sept. 14   | 5th & 2nd fl. | 58X                   | 3 hrs.             |                                    |
|            | 3rd fl.       | 9X                    | 1 hr.              |                                    |
|            | 7th fl.       | 26X                   | 1 hr.              |                                    |
|            | 9th fl.       | 28X                   | 1 hr.              |                                    |
|            | 11th fl.      | 38X                   | 1 hr.              |                                    |
|            |               |                       |                    |                                    |
| Sept. 15   | 5th & 2nd fl. | 1X                    | 1hr.               |                                    |
|            | 3rd fl.       | 16X                   | 1 hr.              |                                    |
|            | 7th fl.       | 19X                   | 1 hr.              |                                    |
|            | 9th fl.       | 22X                   | 1 hr.              |                                    |
|            | 11th fl.      | 42X                   | 1 hr.              |                                    |
|            |               |                       |                    |                                    |

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## UNITED STATES GOVERNMENT

A 2317

## Memorandum

DATE: September 21, 1976

TO : M. Haines, Research Analyst  
 FROM : D. Edna David, Res. Spec.  
 SUBJECT: Attendance on the roof, week ending September 20, 1976

| DATE     | UNIT                       | TOTAL<br>PARTICIPANTS | TIME<br>ON<br>ROOF | COMMENTS            |
|----------|----------------------------|-----------------------|--------------------|---------------------|
| Sept. 16 | 5th & 2nd fl.              |                       |                    | Refused             |
|          | 3rd fl.                    | 6*                    | 1 hr.              |                     |
|          | 7th fl.                    |                       |                    | no record from unit |
|          | 9th fl.                    |                       |                    | no record from unit |
|          | 11th fl.                   | 37*                   | 1 hr.              |                     |
| Sept. 17 | RAIN---REFUSED, ALL FLOORS |                       |                    |                     |
| Sept. 18 | 5th & 2nd fl.              |                       |                    | Refused             |
|          | 3rd fl.                    | 18*                   | 1 hr.              |                     |
|          | 7th fl.                    | no record             | 1 hr.              |                     |
|          | 9th fl.                    | 24*                   | 1 hr.              |                     |
|          | 11th fl.                   | 30*                   | 1 hr.              |                     |
| Sept. 19 | 5th & 2nd fl.              | 12*                   | 3 hrs.             |                     |
|          | 3rd fl.                    | 4*                    | 1 hr.              |                     |
|          | 7th fl.                    | 22*                   | 1 hr.              |                     |
|          | 9th fl.                    | 26*                   | 1 hr.              |                     |
|          | 11th fl.                   | 42*                   | 1 hr.              |                     |
| Sept. 20 | RAIN---REFUSED, ALL FLOORS |                       |                    |                     |

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## UNITED STATES GOVERNMENT

A 2318

## Memorandum

DATE: September 26, 1976

TO : M. Haines, Research Analyst  
 FROM : D. Edna David, Rec. Spec.  
 SUBJECT: Attendance on the roof, week ending, September 25, 1976

| DATE     | UNIT                           | TOTAL<br>PARTICIPANTS | TIME<br>ON<br>ROOF | COMMENTS |
|----------|--------------------------------|-----------------------|--------------------|----------|
| Sept. 21 | RAINED -----ALL FLOORS REFUSED |                       |                    |          |
| Sept. 22 | 5th & 2nd fl.                  | 22                    | 3 hrs.             |          |
|          | 3rd fl.                        | 10                    | 1 hr.              |          |
|          | 7th fl.                        | 23                    | 1 hr.              |          |
|          | 9th fl.                        | 22                    | 1 hr.              |          |
|          | 11th fl.                       | 42                    | 1 hr.              |          |
| Sept. 23 | 5th & 2nd fl.                  | 21                    | 3 hrs.             |          |
|          | 3rd fl.                        | 7                     | 1 hr.              |          |
|          | 7th fl.                        | 20                    | 1 hr.              |          |
|          | 9th fl.                        | 12                    | 1 hr.              |          |
|          | 11th fl.                       | 43                    | 1 hr.              |          |
| Sept. 24 | 5th & 2nd fl.                  | 15                    | 3 hrs.             |          |
|          | 3rd fl.                        | 9                     | 1 hr.              |          |
|          | 7th fl.                        | 26                    | 1 hr.              |          |
|          | 9th fl.                        | 10                    | 1 hr.              |          |
|          | 11th fl.                       | 32                    | 1 hr.              |          |
| Sept. 25 | 5th & 2nd fl.                  | 12                    | 3 hrs.             |          |
|          | 5th & 2nd fl.                  | 10                    | 3 hrs.             |          |
|          | 3rd fl.                        | 10                    | 1 hr.              |          |
|          | 7th fl.                        | 21                    | 1 hr.              |          |
|          | 9th fl.                        | 15                    | 1 hr.              |          |
|          | 11th fl.                       | 30                    | 1 hr.              |          |

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## UNITED STATES GOVERNMENT

A 2319

## Memorandum

DATE: October 1st, 1976

TO : M. Haines, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, September 30th, 1976

| DATE       | UNIT          | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS           |
|------------|---------------|--------------------|--------------|--------------------|
| X Sept. 26 | 5th & 2nd fl. | 11X                | 3 hrs.       | A.M. Recreation    |
|            | 5th & 2nd fl. | 9X                 | 3 hrs        | P.M. Recreation    |
|            | 3rd fl.       | 5X                 | 1 hr.        |                    |
|            | 7th fl.       | 24X                | 1 hr.        |                    |
|            | 9th fl.       | 20X                | 1 hr.        |                    |
|            | 11th fl.      | 40X                | 1 hr.        |                    |
| Sept. 27   | 5th & 2nd fl. |                    |              | Refused Rain       |
|            | 3rd fl.       | 2X                 | 1 hr.        |                    |
|            | 7th fl.       | 19X                | 1 hr.        |                    |
|            | 9th fl.       |                    |              | Refused Rain       |
|            | 11th fl.      | 17X                | 1 hr.        |                    |
| Sept. 28   | 5th & 2nd fl. | X                  |              | Refused Rain       |
|            | 3rd fl.       |                    |              | Refused Rain       |
|            | 7th fl.       |                    |              | Refused Rain       |
|            | 9th fl.       | 17X                | 1 hr         |                    |
|            | 11th fl.      |                    |              | Refused Rain       |
| Sept. 29   | 5th & 2nd fl. | 21X                | 3 hrs.       |                    |
|            | 3rd fl.       | 5X                 | 1 hr.        |                    |
|            | 7th fl.       | 20X                | 1 hr.        |                    |
|            | 9th fl.       | 15X                | 1 hr.        |                    |
|            | 11th fl.      | 37X                | 1 hr.        |                    |
|            |               |                    |              |                    |
| X Sept. 30 | 5th & 2nd fl. |                    |              | Refused Rain in AM |
|            | 5th & 2nd fl. | 18X                | 3 hrs.       |                    |
|            | 3rd fl.       |                    |              | Refused Rain       |
|            | 7th fl.       | 20X                | 1 hr.        |                    |
|            | 9th fl.       |                    |              | Refused Rain       |
|            | 11th fl.      | 61X                | 1 hr.        |                    |

## UNITED STATES GOVERNMENT

A 2320

## Memorandum

DATE: October 2nd, 1976

TO : M. Haines, Research Analyst  
 FROM : D. Edna David, Rec. Spec.  
 SUBJECT: Attendance on the roof, week ending, October 5th, 1976

| DATE   | UNIT                                    | TOTAL<br>PARTICIPANTS | TIME<br>ON<br>ROOF | COMMENTS        |
|--------|-----------------------------------------|-----------------------|--------------------|-----------------|
| Oct. 1 | ALL FLOORS REFUSED DUE TO RAINY WEATHER |                       |                    |                 |
| Oct. 2 | 5th & 2nd fl.                           | 7 ✕                   | 3 hrs.             | A.M. Recreation |
|        | 5th & 2nd fl.                           | -15 ✕                 | 3 hrs.             | P.M. Recreation |
|        | 3rd fl.                                 | 5 ✕                   | 1 hr.              |                 |
|        | 7th fl.                                 | 15 ✕                  | 1 hr.              |                 |
|        | 9th fl.                                 | 20 ✕                  | 1 hr.              |                 |
|        | 11th fl.                                | 30 ✕                  | 1 hr.              |                 |
| Oct. 3 | 5th & 2nd fl.                           | 11 ✕                  | 3 hrs.             | A.M. Recreation |
|        | 5th & 2nd fl.                           | 10 ✕                  | 3 hrs.             | P.M. Recreation |
|        | 3rd fl.                                 | 6 ✕                   | 1 hr.              |                 |
|        | 7th fl.                                 | 10 ✕                  | 1 hr.              |                 |
|        | 9th fl.                                 | 15 ✕                  | 1 hr.              |                 |
|        | 11th fl.                                | 25 ✕                  | 1 hr.              |                 |
| Oct. 4 | 5th & 2nd fl.                           | 12 ✕                  | 3 hrs.             |                 |
|        | 3rd fl.                                 | 3 ✕                   | 1 hr.              |                 |
|        | 7th fl.                                 | 22 ✕                  | 1 hr.              |                 |
|        | 9th fl.                                 | 10 ✕                  | 1 hr.              |                 |
|        | 11th fl.                                | 16 ✕                  | 1 hr.              |                 |
| Oct. 5 | 5th & 2nd fl.                           | 9 ✕                   | 3 hrs.             |                 |
|        | 3rd fl.                                 | 2 ✕                   | 1 hr.              |                 |
|        | 7th fl.                                 | 15 ✕                  | 1 hr.              |                 |
|        | 9th fl.                                 | 9 ✕                   | 1 hr.              |                 |
|        | 11th fl.                                | 30 ✕                  | 1 hr.              |                 |



## UNITED STATES GOVERNMENT

A 2321

## Memorandum

DATE: October 11th, 1976

TO : M. Haimes, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, October 10th, 1976

| DATE    | UNIT          | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS                       |
|---------|---------------|--------------------|--------------|--------------------------------|
| Oct. 6  | 5th & 2nd fl. | 20 <del>x</del>    | 3 hrs.       |                                |
|         | 3rd fl.       | 3 <del>x</del>     | 1 hr.        |                                |
|         | 7th fl.       | 16 <del>x</del>    | 1 hr.        |                                |
|         | 9th fl.       | -10 <del>x</del>   | 1 hr.        |                                |
|         | 11th fl.      | 26 <del>x</del>    | 1 hr.        |                                |
| Oct. 7  | 5th & 2nd fl. | 15 <del>x</del>    | 3 hrs.       | No Staff                       |
|         | 3rd fl.       |                    |              |                                |
|         | 7th fl.       | 20 <del>x</del>    | 1 hr.        |                                |
|         | 9th fl.       | 9 <del>x</del>     | 1 hr.        |                                |
|         | 11th fl.      | 25 <del>x</del>    | 1 hr.        |                                |
| Oct. 8  | 5th & 2nd fl. | 8 <del>x</del>     | 3 hrs.       |                                |
|         | 3rd fl.       | 5 <del>x</del>     | 1 hr.        |                                |
|         | 7th fl.       | 16 <del>x</del>    | 1 hr.        |                                |
|         | 9th fl.       | 11 <del>x</del>    | 1 hr.        |                                |
|         | 11th fl.      | 22 <del>x</del>    | 1 hr.        |                                |
| Oct. 9  | 5th & 2nd fl. |                    |              |                                |
|         | 3rd fl.       |                    |              |                                |
|         | 7th fl.       |                    |              |                                |
|         | 9th fl.       |                    |              |                                |
|         | 11th fl.      |                    |              |                                |
|         |               |                    |              | ALL FLOORS REFUSED DUE TO RAIN |
| Oct. 10 | 5th & 2nd fl. | 12 <del>x</del>    | 3 hrs.       | A.M. Recreation                |
|         | 5th & 2nd fl. | 8 <del>x</del>     | 3 hrs.       | P.M. Recreation                |
|         | 3rd fl.       |                    |              | Refused Rain                   |
|         | 7th fl.       | 25 <del>x</del>    | 1 hr.        |                                |
|         | 9th fl.       | 20 <del>x</del>    | 1 hr.        |                                |
|         | 11th fl.      | 16 <del>x</del>    | 1 hr.        |                                |

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## UNITED STATES GOVERNMENT

A 2322

## Memorandum

DATE: October 16, 1976

TO : M. Haines, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, October 15th, 1976

| DATE    | UNIT          | TOTAL<br>PARTICIPANTS | TIME<br>ON<br>ROOF | COMMENTS            |
|---------|---------------|-----------------------|--------------------|---------------------|
| Oct. 11 | 5th & 2nd fl. | 6*                    | 3 hrs.             |                     |
|         | 3rd fl.       | 7*                    | 1 hr.              |                     |
|         | 7th fl.       | 20*                   | 1 hr.              |                     |
|         | 9th fl.       | 17*                   | 1 hr.              |                     |
|         | 11th fl.      | 25*                   | 1 hr.              |                     |
| Oct. 12 | 5th & 2nd fl. | 10*                   | 3 hrs.             | Refused due to Rain |
|         | 3rd fl.       |                       |                    |                     |
|         | 7th fl.       | 15*                   | 1 hr.              |                     |
|         | 9th fl.       | 10*                   | 1 hr.              |                     |
|         | 11th fl.      | 24*                   | 1 hr.              |                     |
| Oct. 13 | 5th & 2nd fl. | 12*                   | 3 hrs.             |                     |
|         | 3rd fl.       | 6*                    | 1 hr.              |                     |
|         | 7th fl.       | 24*                   | 1 hr.              |                     |
|         | 9th fl.       | 10*                   | 1 hr.              |                     |
|         | 11th fl.      | 29*                   | 1 hr.              |                     |
| Oct. 14 | 5th & 2nd fl. | 9*                    | 3 hrs.             | Refused due to Rain |
|         | 3rd fl.       |                       |                    |                     |
|         | 7th fl.       | 16*                   | 1 hr.              |                     |
|         | 9th fl.       | 8*                    | 1 hr.              |                     |
|         | 11th fl.      | 35*                   | 1 hr.              |                     |
| Oct. 15 | 5th & 2nd fl. | 7*                    | 3 hrs.             |                     |
|         | 3rd fl.       | 10*                   | 1 hr.              |                     |
|         | 7th fl.       | 15*                   | 1 hr.              |                     |
|         | 9th fl.       | 11*                   | 1 hr.              |                     |
|         | 11th fl.      | 22*                   | 1 hr.              |                     |

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## UNITED STATES GOVERNMENT

A 2323

## Memorandum

DATE: October 21st, 1976

TO : M. Haimes, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, October 20th, 1976

| DATE    | UNIT          | TOTAL<br>PARTICIPANTS | TIME<br>ON<br>ROOF | COMMENTS            |
|---------|---------------|-----------------------|--------------------|---------------------|
| Oct. 16 | 5th & 2nd fl. | 4                     | 3 hrs.             | A.M. Recreation     |
|         | 5th & 2nd fl. | 5                     | 3 hrs.             | P.M. Recreation     |
|         | 3rd fl.       | 3                     | 1 hr.              |                     |
|         | 7th fl.       | 10                    | 1 hr.              |                     |
|         | 9th fl.       | 3                     | 1 hr.              |                     |
|         | 11th fl.      | 15                    | 1 hr.              |                     |
| Oct. 17 | 5th & 2nd fl. | 11                    | 3 hrs.             | A.M. Recreation     |
|         | 5th & 2nd fl. | 10                    | 3 hrs.             | P.M. Recreation     |
|         | 3rd fl.       | 3                     | 1 hr.              |                     |
|         | 7th fl.       | 20                    | 1 hr.              |                     |
|         | 9th fl.       | 15                    | 1 hr.              |                     |
|         | 11th fl.      | 16                    | 1 hr.              |                     |
| Oct. 18 | 5th & 2nd fl. | 9                     | 3 hrs.             |                     |
|         | 3rd fl.       | 3                     | 1 hr.              |                     |
|         | 7th fl.       | 15                    | 1 hr.              |                     |
|         | 9th fl.       | 12                    | 1 hr.              |                     |
|         | 11th fl.      | 16                    | 1 hr.              |                     |
| Oct. 19 | 5th & 2nd fl. | 13                    | 3 hrs.             |                     |
|         | 3rd fl.       | 7                     | 1 hr.              |                     |
|         | 7th fl.       | 12                    | 1 hr.              |                     |
|         | 9th fl.       | 10                    | 1 hr.              |                     |
|         | 11th fl.      |                       |                    | Refused due to Rain |
| Oct. 20 | 5th & 2nd fl. | 12                    | 3 hrs.             |                     |
|         | 3rd fl.       |                       |                    | Refused due to rain |
|         | 7th fl.       | 19                    | 1 hr.              |                     |
|         | 9th fl.       | 15                    | 1 hr.              |                     |
|         | 11th fl.      |                       |                    | Refused due to rain |

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## UNITED STATES GOVERNMENT

A 2324

## Memorandum

DATE: October 26th, 1976

TO : M. Haimes, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, October 25th, 1976

| DATE    | UNIT          | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS                                                                                 |
|---------|---------------|--------------------|--------------|------------------------------------------------------------------------------------------|
| Oct. 21 | 5th & 2nd fl. | 18                 | 3 hrs.       | Refused due to Rain                                                                      |
|         | 3rd fl.       | 3                  | 1 hr.        |                                                                                          |
|         | 7th fl.       | 27                 | 1 hr.        |                                                                                          |
|         | 9th fl.       | 9                  | 1 hr.        |                                                                                          |
|         | 11th fl.      |                    |              |                                                                                          |
| Oct. 22 | 5th & 2nd fl. | 19                 | 3 hrs.       | Refused due to Rain                                                                      |
|         | 3rd fl.       | 4                  | 1 hr.        |                                                                                          |
|         | 7th fl.       | 10                 | 1 hr.        |                                                                                          |
|         | 9th fl.       | 8                  | 1 hr.        |                                                                                          |
|         | 11th fl.      |                    |              |                                                                                          |
| Oct. 23 | 5th & 2nd fl. | 6                  | 3 hrs.       | A.M. Recreation<br>P.M. Recreation                                                       |
|         | 5th & 2nd fl. | 22                 | 3 hrs.       |                                                                                          |
|         | 3rd fl.       | 13                 | 1 hr.        |                                                                                          |
|         | 7th fl.       | 7                  | 1 hr.        |                                                                                          |
|         | 9th fl.       | 23                 | 1 hr.        |                                                                                          |
|         | 11th fl.      | 5                  | 1 hr.        |                                                                                          |
| Oct. 24 | 5th & 2nd fl. | 10                 | 3 hrs.       | A.M. Recreation<br>Rain Refused P.M.<br>Rain Refused<br><br>Rain Refused<br>Rain Refused |
|         | 5th & 2nd fl. |                    |              |                                                                                          |
|         | 3rd fl.       |                    |              |                                                                                          |
|         | 7th fl.       | 12                 | 1 hr.        |                                                                                          |
|         | 9th fl.       |                    |              |                                                                                          |
|         | 11th fl.      |                    |              |                                                                                          |
| Oct. 25 | 5th & 2nd fl. | 15                 | 3 hrs.       | No coverage-Holiday<br>Holiday                                                           |
|         | 3rd fl.       | 4                  | 1 hr.        |                                                                                          |
|         | 7th fl.       | 12                 | 1 hr.        |                                                                                          |
|         | 9th fl.       |                    |              |                                                                                          |
|         | 11th fl.      |                    |              |                                                                                          |

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## UNITED STATES GOVERNMENT

A 2325

DATE: October 31, 1976

## Memorandum

TO : M. Haimes, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, October 31, 1976

| DATE    | UNIT                                    | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS             |
|---------|-----------------------------------------|--------------------|--------------|----------------------|
| Oct. 26 | 5th & 2nd fl.                           | 11✓                | 3 hrs.       |                      |
|         | 3rd fl.                                 | 6✓                 | 1 hr.        |                      |
|         | 7th fl.                                 | 3✓                 | 1 hr.        |                      |
|         | 9th fl.                                 | 6✓                 | 1 hr.        |                      |
|         | 11th fl.                                | 10✓                | 1 hr.        |                      |
| Oct. 27 | 5th & 2nd fl.                           | 9✓                 | 3 hrs.       |                      |
|         | 3rd fl.                                 | 5✓                 | 1 hr.        |                      |
|         | 7th fl.                                 | 29✓                | 1 hr.        |                      |
|         | 9th fl.                                 | 10✓                | 1 hr.        |                      |
|         | 11th fl.                                |                    |              | Rain Refused         |
| Oct. 28 | 5th & 2nd fl.                           |                    |              | Show on Unit Refused |
|         | 3rd fl.                                 |                    |              |                      |
|         | 7th fl.                                 | 27✓                | 1 hr.        |                      |
|         | 9th fl.                                 |                    |              | Show on Unit         |
|         | 11th fl.                                | 25✓                | 1 hr.        |                      |
| Oct. 29 | 5th & 2nd fl.                           | 6✓                 | 3 hrs.       |                      |
|         | 3rd fl.                                 | 8✓                 | 1 hr.        |                      |
|         | 7th fl.                                 | 24✓                | 1 hr.        |                      |
|         | 9th fl.                                 | 15✓                | 1 hr.        |                      |
|         | 11th fl.                                | 21✓                | 1 hr.        |                      |
| Oct. 30 | 5th & 2nd fl.                           | 20✓                | 3 hrs.       | A.M. Recreation      |
|         | 5th & 2nd fl.                           | 23✓                | 3 hrs.       | P.M. Recreation      |
|         | 3rd fl.                                 | 14✓                | 1 hr.        |                      |
|         | 7th fl.                                 | 13✓                | 1 hr.        |                      |
|         | 9th fl.                                 | 14✓                | 1 hr.        |                      |
|         | 11th fl.                                | 18✓                | 1 hr.        |                      |
| Oct. 31 | 5th & 2nd fl.                           | 9✓                 | 3 hrs.       |                      |
|         | ALL OTHER FLOORS HAD BINGO GAME ---RAIN |                    |              |                      |

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## UNITED STATES GOVERNMENT

A 2326

DATE: October 31, 1976

## Memorandum

TO : M. Haimes, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, November 5th, 1976

| DATE   | UNIT          | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS      |
|--------|---------------|--------------------|--------------|---------------|
| Nov. 1 | 5th & 2nd fl. | 14                 | 3 hrs.       |               |
|        | 3rd fl.       | 5                  | 1 hr.        |               |
|        | 7th fl.       | 28                 | 1 hr.        |               |
|        | 9th fl.       | 6                  | 1 hr.        |               |
|        | 11th fl.      | 25                 | 1 hr.        |               |
| Nov. 2 | 5th & 2nd fl. | 27                 | 3 hrs.       | No Staff      |
|        | 3rd fl.       |                    |              |               |
|        | 7th fl.       | 18                 | 1 hr.        |               |
|        | 9th fl.       | 10                 | 1 hr.        |               |
|        | 11th fl.      | 20                 | 1 hr.        |               |
| Nov. 3 | 5th & 2nd fl. | 22                 | 3 hrs.       |               |
|        | 3rd fl.       | 6                  | 1 hr.        |               |
|        | 7th fl.       | 25                 | 1 hr.        |               |
|        | 9th fl.       | 11                 | 1 hr.        |               |
|        | 11th fl.      | 20                 | 1 hr.        |               |
| Nov. 4 | 5th & 2nd fl. |                    |              | Sick No Staff |
|        | 3rd fl.       |                    |              | No staff      |
|        | 7th fl.       | 20                 | 1 hr.        |               |
|        | 9th fl.       | 6                  | 2 1/2 hrs.   |               |
|        | 11th fl.      | 20                 | 1 hr.        |               |
| Nov. 5 | 5th & 2nd fl. | 19                 | 3 hrs.       |               |
|        | 3rd fl.       | 5                  | 1 hr.        |               |
|        | 7th fl.       | 21                 | 1 hr.        |               |
|        | 9th fl.       | 14                 | 1 hr.        |               |
|        | 11th fl.      | 26                 | 1 hr.        |               |

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## UNITED STATES GOVERNMENT

A 2327

DATE: November 11th, 1976

## Memorandum

TO : M. Haimes, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, November 10th, 1976

| DATE    | UNIT          | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS        |
|---------|---------------|--------------------|--------------|-----------------|
| Nov. 6  | 5th & 2nd fl. | 5 <del>x</del>     | 3 hrs.       | A.M. Recreation |
|         | 5th & 2nd fl. | 12 <del>x</del>    | 3 hrs.       | P.M. Recreation |
|         | 3rd fl.       | 4 <del>x</del>     | 1 hr.        |                 |
|         | 7th fl.       | 7 <del>x</del>     | 1 hr.        |                 |
|         | 9th fl.       | 27 <del>x</del>    | 1 hr.        |                 |
|         | 11th fl.      | 23 <del>x</del>    | 1 hr.        |                 |
| Nov. 7  | 5th & 2nd fl. | 8 <del>x</del>     | 3 hrs.       | A.M. Recreation |
|         | 5th & 2nd fl. | 21 <del>x</del>    | 1 hr.        | P.M. Recreation |
|         | 3rd fl.       | 5 <del>x</del>     | 1 hr.        |                 |
|         | 7th fl.       | 10 <del>x</del>    | 1 hr.        |                 |
|         | 9th fl.       | 15 <del>x</del>    | 1 hr.        |                 |
|         | 11th fl.      | 11 <del>x</del>    | 1 hr.        |                 |
| Nov. 8  | 3rd fl.       | 3 <del>x</del>     | 1 hr.        |                 |
|         | 7th fl.       | 5 <del>x</del>     | 1 hr.        |                 |
|         | 9th fl.       | 14 <del>x</del>    | 2 1/2 hrs.   |                 |
|         | 11th fl.      | 13 <del>x</del>    | 1 hr.        |                 |
| Nov. 9  | 5th & 2nd fl. | 16 <del>x</del>    | 1 hr.        |                 |
|         | 3rd fl.       | 6 <del>x</del>     | 1 hr.        |                 |
|         | 7th fl.       | 17 <del>x</del>    | 1 hr.        |                 |
|         | 9th fl.       | 8 <del>x</del>     | 1 hr.        |                 |
|         | 11th fl.      | 23 <del>x</del>    | 1 hr.        |                 |
| Nov. 10 | 5th & 2nd fl. | 12 <del>x</del>    | 3 hrs.       |                 |
|         | 3rd fl.       | 4 <del>x</del>     | 1 hr.        |                 |
|         | 7th fl.       | 23 <del>x</del>    | 1 hr.        |                 |
|         | 9th fl.       | 7 <del>x</del>     | 1 hr.        |                 |
|         | 11th fl.      | 21 <del>x</del>    | 1 hr.        |                 |

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## UNITED STATES GOVERNMENT

A 2328

## Memorandum

DATE: November 16th, 1976

TO : M. Haimcs, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, November 15th, 1976

| DATE    | UNIT          | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS        |
|---------|---------------|--------------------|--------------|-----------------|
| Nov. 11 | 5th & 2nd fl. | 8                  | 2 hrs.       |                 |
|         | 3rd fl.       | 4                  | 1 hr.        |                 |
|         | 7th fl.       | 14                 | 1 hr.        |                 |
|         | 9th fl.       | 12                 | 2 1/2 hrs.   |                 |
|         | 11th fl.      | 13                 | 1 hr.        |                 |
| Nov. 12 | 5th & 2nd fl. | 18                 | 2 hrs.       |                 |
|         | 3rd fl.       | 7                  | 1 hr.        |                 |
|         | 7th fl.       | 10                 | 1 hr.        |                 |
|         | 9th fl.       | 6                  | 1 1/2 hrs.   |                 |
|         | 11th fl.      |                    |              | Refused         |
| Nov. 13 | 5th & 2nd fl. | 10                 | 3 hrs.       | A.M. Recreation |
|         | 5th & 2nd fl. | 12                 | 1 hr.        | P.M. Recreation |
|         | 3rd fl.       | 3                  | 1 hr.        |                 |
|         | 7th fl.       | 8                  | 1 hr.        |                 |
|         | 9th fl.       | 30                 | 1 1/2 hrs.   |                 |
|         | 11th fl.      | 14                 | 1 hr.        |                 |
| Nov. 14 | 5th & 2nd fl. | 7                  | 3 hrs.       | A.M. Recreation |
|         | 5th & 2nd fl. | 8                  | 3 hrs.       | P.M. Recreation |
|         | 3rd fl.       | 2                  | 1 hr.        |                 |
|         | 7th fl.       | 8                  | 1 hr.        |                 |
|         | 9th fl.       | 36                 | 1 1/2 hrs.   |                 |
|         | 11th fl.      | 15                 | 1 hr.        |                 |
| Nov. 15 | 5th & 2nd fl. | 22                 | 3 hrs.       |                 |
|         | 3rd fl.       | 6                  | 1 hr.        |                 |
|         | 7th fl.       | 8                  | 1 hr.        |                 |
|         | 9th fl.       | 8                  | 1 1/2 hrs.   |                 |
|         | 11th fl.      | 6                  | 1 hr.        |                 |

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## UNITED STATES GOVERNMENT

A 2329

## Memorandum

DATE: November 21, 1976

TO : M. Haines, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, November 20th, 1976

| DATE    | UNIT          | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS        |
|---------|---------------|--------------------|--------------|-----------------|
| Nov. 16 | 5th & 2nd fl. | 22*                | 3 hrs.       |                 |
|         | 3rd fl.       | 5*                 | 1 hr.        |                 |
|         | 7th fl.       | 23*                | 1 hr.        |                 |
|         | 9th fl.       | 10*                | 1 hr.        |                 |
|         | 11th fl.      | 12*                | 1 hr.        |                 |
| Nov. 17 | 5th & 2nd fl. |                    |              | Refused         |
|         | 3rd fl.       | 8*                 | 1 hr.        |                 |
|         | 7th fl.       | 21*                | 1 hr.        |                 |
|         | 9th fl.       | 5*                 | 1 hr.        |                 |
|         | 11th fl.      | 21*                | 1 hr.        |                 |
| Nov. 18 | 5th & 2nd fl. | 13*                | 3 hrs.       |                 |
|         | 3rd fl.       | 5*                 | 1 hr.        |                 |
|         | 7th fl.       | 16*                | 1 hr.        |                 |
|         | 9th fl.       | 2*                 | 1 hr.        |                 |
|         | 11th fl.      | 19*                | 1 hr.        |                 |
| Nov. 19 | 5th & 2nd fl. | 23*                | 3 hrs.       |                 |
|         | 3rd fl.       | 4*                 | 1 hr.        |                 |
|         | 7th fl.       | 22*                | 1 hr.        |                 |
|         | 9th fl.       | 4*                 | 1 hr.        |                 |
|         | 11th fl.      | 10*                | 1 hr.        |                 |
| Nov. 20 | 5th & 2nd fl. | 6*                 | 3 hrs.       | A.M. Recreation |
|         | 5th & 2nd fl. | 7*                 | 3 hrs.       |                 |
|         | 3rd fl.       | 2*                 | 1 hr.        | No record       |
|         | 7th fl.       |                    |              |                 |
|         | 9th fl.       | 24*                | 1 hr.        |                 |
|         | 11th fl.      | 10*                | 1 hr.        |                 |

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## UNITED STATES GOVERNMENT

A 2330

## Memorandum

DATE: November 26th, 1976

TO : M. Haimes, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, November 25th, 1976

| DATE    | UNIT          | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS              |
|---------|---------------|--------------------|--------------|-----------------------|
| N v. 21 | 5th & 2nd fl. | 10*                | 3 hrs.       |                       |
|         | 3rd fl.       | 3*                 | 1 hr.        |                       |
|         | 7th fl.       | 12*                | 1 hr.        |                       |
|         | 9th fl.       | 12*                | 1 hr.        |                       |
|         | 11th fl.      | 27*                | 1 hr.        |                       |
| Nov. 22 | 5th & 2nd fl. |                    |              | Refused               |
|         | 3rd fl.       | 7*                 | 1 hr.        |                       |
|         | 7th fl.       | 6*                 | 1 hr.        |                       |
|         | 9th fl.       | 10*                | 1 hr.        |                       |
|         | 11th fl.      | 5*                 | 1 hr.        |                       |
| Nov. 23 | 5th & 2nd fl. | 4*                 | 3 hrs.       |                       |
|         | 3rd fl.       | 5*                 | 1 hr.        |                       |
|         | 7th fl.       | 9*                 | 1 hr.        |                       |
|         | 9th fl.       | 8*                 | 1 hr.        |                       |
|         | 11th fl.      | 8*                 | 1 hr.        |                       |
| Nov. 24 | 5th & 2nd fl. |                    |              | Cold weather-no roof  |
|         | 3rd fl.       | 5*                 | 1 hr.        |                       |
|         | 7th fl.       | 17*                | 1 hr.        |                       |
|         | 9th fl.       | 10*                | 1 hr.        |                       |
|         | 11th fl.      |                    |              | No Staff              |
| Nov. 25 | 5th & 2nd fl. |                    |              | Unit staff, no record |
|         | 3rd fl.       | 4*                 | 1 hr.        |                       |
|         | 7th fl.       | 7*                 | 1 hr.        |                       |
|         | 9th fl.       | 12*                | 1 hr.        |                       |
|         | 11th fl.      |                    |              | No Staff              |

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## UNITED STATES GOVERNMENT

A 2331

## Memorandum

DATE: December 1st, 1976

TO : M. Haimes, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, November 30th, 1976

| DATE    | UNIT                              | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS        |
|---------|-----------------------------------|--------------------|--------------|-----------------|
| Nov. 26 | 5th & 2nd fl.                     | 7*                 | 2 hrs.       |                 |
|         | 3rd fl.                           | 3*                 | 1 hr.        |                 |
|         | 7th fl.                           | 21*                | 1 hr.        |                 |
|         | 9th fl.                           | 6*                 | 1 1/2 hrs.   |                 |
|         | 11th fl.                          | 13*                | 1 hr.        |                 |
| Nov. 27 | 5th & 2nd fl.                     | 5*                 | 3 hrs.       | A.M. Recreation |
|         | 5th & 2nd fl.                     | 11*                | 2 hrs.       | P.M. Recreation |
|         | 3rd fl.                           | 7*                 | 1 hr.        |                 |
|         | 7th fl.                           | 7*                 | 1 hr.        |                 |
|         | 9th fl.                           | 33*                | 1 hr.        |                 |
|         | 11th fl.                          | 13*                | 1 hr.        |                 |
| Nov. 28 | 5th & 2nd fl.                     | 13*                | 3 hrs.       |                 |
|         | 3rd fl.                           | 6*                 | 1 hr.        |                 |
|         | 7th fl.                           | 22*                | 1 hr.        |                 |
|         | 9th fl.                           | 23*                | 1 hr.        |                 |
|         | 11th fl.                          | 30*                | 1 hr.        |                 |
| Nov. 29 | 5th & 2nd fl.                     | 12*                | 2 hrs.       |                 |
|         | ALL OTHER FLOORS REFUSED TOO COLD |                    |              |                 |
| Nov. 30 | 5th & 2nd fl.                     | 2*                 | 1 hr.        |                 |
|         | 9th fl.                           | 11*                | 1 hr.        |                 |
|         | 11th fl.                          | 15*                | 1 hr.        |                 |
|         | ALL OTHER FLOORS REFUSED TOO COLD |                    |              |                 |

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## UNITED STATES GOVERNMENT

A 2332

## Memorandum

DATE: December 6th, 1976

TO : M. Haines, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending December 5th, 1976

| DATE   | UNIT          | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS          |
|--------|---------------|--------------------|--------------|-------------------|
| Dec. 1 | 5th & 2nd fl. |                    |              | Refused           |
|        | 3rd fl.       | 3*                 | 1 hr.        |                   |
|        | 7th fl.       | 9*                 | 1 hr.        |                   |
|        | 9th fl.       | 2*                 | 1 hr.        |                   |
|        | 11th fl.      | 15*                | 1 hr.        |                   |
| Dec. 2 | 5th & 2nd fl. | 9*                 | 3 hrs.       |                   |
|        | 3rd fl.       |                    |              | Refused           |
|        | 7th fl.       | 13*                | 1 hr.        |                   |
|        | 9th fl.       | 5*                 | 1 hr.        |                   |
|        | 11th fl.      |                    |              | No Staff Coverage |
| Dec. 3 | 5th & 2nd fl. | 7*                 | 3 hrs.       |                   |
|        | 3rd fl.       | 3*                 | 1 hr.        |                   |
|        | 7th fl.       | 8*                 | 1 hr.        |                   |
|        | 9th fl.       | 2*                 | 1 hr.        |                   |
|        | 11th fl.      | 2*                 | 1 hr.        |                   |
| Dec. 4 | 5th & 2nd fl. | 3*                 | 3 hrs.       | A.M. Recreation   |
|        | 5th & 2nd fl. | 10*                | 3 hrs.       | P.M. Recreation   |
|        | 3rd fl.       | 4*                 | 1 hr.        |                   |
|        | 7th fl.       | 5*                 | 1 hr.        |                   |
|        | 9th fl.       | 8*                 | 1 hr.        |                   |
|        | 11th fl.      |                    |              | Refused           |
| Dec. 5 | 5th & 2nd fl. |                    |              | Refused-Diso      |
|        | 3rd fl.       | 4*                 | 1 hr.        |                   |
|        | 7th fl.       | 8*                 | 1 hr.        |                   |
|        | 9th fl.       | 11*                | 1 hr.        |                   |
|        | 11th fl.      | 13*                | 1 hr.        |                   |

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## UNITED STATES GOVERNMENT

A 2333

DATE: December 11th, 1976

## Memorandum

TO : M. Haimes, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending December 10th, 1976

| DATE    | UNIT          | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS          |
|---------|---------------|--------------------|--------------|-------------------|
| Dec. 6  | 5th & 2nd fl. | 8X                 | 3 hrs.       |                   |
|         | 3rd fl.       | 3X                 | 1 hr.        |                   |
|         | 7th fl.       | 17X                | 1 hr.        |                   |
|         | 9th fl.       | 7X                 | 1 hr.        |                   |
|         | 11th fl.      | 6X                 | 1 hr.        |                   |
| Dec. 7  | 5th & 2nd fl. | 8X                 | 3 hrs.       |                   |
|         | 3rd fl.       | 3X                 | 1 hr.        |                   |
|         | 7th fl.       | 17X                | 1 hr.        |                   |
|         | 9th fl.       | 7X                 | 1 hr.        |                   |
|         | 11th fl.      | 6X                 | 1 hr.        |                   |
| Dec. 8  | 5th & 2nd fl. | /                  |              | Snow-Disco        |
|         | 3rd fl.       | /                  |              | Snow-Disco        |
|         | 7th fl.       | /                  |              | Refused           |
|         | 9th fl.       | 4X                 | 1 hr.        | Snow              |
|         | 11th fl.      | 5X                 | 1 hr.        | Snow              |
| Dec. 9  | 5th & 2nd fl. |                    |              | Show              |
|         | 3rd fl.       |                    |              | Refused           |
|         | 7th fl.       | 13X                | 1 hr.        |                   |
|         | 9th fl.       | 5X                 | 1 hr.        |                   |
|         | 11th fl.      |                    |              | No staff coverage |
| Dec. 10 | 5th & 2nd fl. |                    |              | Refused           |
|         | 3rd fl.       | 6X                 | 1 hr.        |                   |
|         | 7th fl.       | 11X                | 1 hr.        |                   |
|         | 9th fl.       | 8X                 | 1 hr.        |                   |
|         | 11th fl.      |                    |              | no staff coverage |

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## UNITED STATES GOVERNMENT

A 2334

## Memorandum

DATE: December 16th, 1976

TO : M. Haines, Research Analyst  
 FROM : D. Edna David, Rec. Spec.  
 SUBJECT: Attendance on the roof, week ending, December 15th, 1976

| DATE    | UNIT          | TOTAL<br>PARTICIPANTS | TIME<br>ON<br>ROOF | COMMENTS                                |
|---------|---------------|-----------------------|--------------------|-----------------------------------------|
| Dec. 11 | 5th & 2nd fl. | 10 X                  | 3 hrs.             | Disco                                   |
|         | 5th & 2nd fl. |                       |                    |                                         |
|         | 3rd fl.       | 5 X                   | 1 hr.              |                                         |
|         | 7th fl.       | 18 X                  | 1 hr.              |                                         |
|         | 9th fl.       | 22 X                  | 1 hr.              |                                         |
|         | 11th fl.      | 10 X                  | 1 hr.              |                                         |
| Dec. 12 | 5th & 2nd fl. |                       |                    | Refused<br>P.M. Recreation<br><br>Music |
|         | 5th & 2nd fl. | 14 X                  | 1 hr.              |                                         |
|         | 3rd fl.       | 4 X                   | 1 hr.              |                                         |
|         | 7th fl.       |                       |                    |                                         |
|         | 9th fl.       | 14 X                  | 1 hr.              |                                         |
|         | 11th fl.      | 13 X                  | 1 hr.              |                                         |
| Dec. 13 | 5th & 2nd fl. | 18 X                  | 3 hrs.             | Music<br>Short of Staff                 |
|         | 3rd fl.       | 3 X                   | 1 hr.              |                                         |
|         | 7th fl.       |                       |                    |                                         |
|         | 9th fl.       |                       |                    |                                         |
|         | 11th fl.      | 10 X                  | 1 hr.              |                                         |
| Dec. 14 | 5th & 2nd fl. | 6 X                   | 1 hr.              | Refused-Too cold                        |
|         | 3rd fl.       | 2 X                   | 1 hr.              |                                         |
|         | 7th fl.       | 10 X                  | 1 hr.              |                                         |
|         | 9th fl.       | 2 X                   | 1 hr.              |                                         |
|         | 11th fl.      |                       |                    |                                         |
| Dec. 15 | 5th & 2nd fl. | 20 X                  | 3 hrs.             | Refused                                 |
|         | 3rd fl.       |                       |                    |                                         |
|         | 7th fl.       | 6 X                   | 1 hr.              |                                         |
|         | 9th fl.       | 1 X                   | 1 hr.              |                                         |
|         | 11th fl.      | 3 X                   | 1 hr.              |                                         |

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## UNITED STATES GOVERNMENT

A 2335

## Memorandum

DATE: December 21st, 1976

TO : M. Haimos, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, December 20th, 1976

| DATE    | UNIT          | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS                           |
|---------|---------------|--------------------|--------------|------------------------------------|
| Dec. 16 | 5th & 2nd fl. | 20 <del>x</del>    | 3 hrs.       | No Staff                           |
|         | 3rd fl.       | 3 <del>x</del>     | 1 hr.        |                                    |
|         | 7th fl.       | 7 <del>x</del>     | 1 hr.        |                                    |
|         | 9th fl.       | 4 <del>x</del>     | 1 hr.        |                                    |
|         | 11th fl.      |                    |              |                                    |
| Dec. 17 | 5th & 2nd fl. | 13 <del>x</del>    | 3 hrs.       | Snow-Refused<br>No Staff           |
|         | 3rd fl.       |                    |              |                                    |
|         | 7th fl.       | 9 <del>x</del>     | 1 hr.        |                                    |
|         | 9th fl.       |                    |              |                                    |
|         | 11th fl.      | 12 <del>x</del>    | 1 hr.        |                                    |
| Dec. 18 | 5th & 2nd fl. | 10 <del>x</del>    | 3 hrs.       | A.M. Recreation<br>P.M. Recreation |
|         | 5th & 2nd fl. | 4 <del>x</del>     | 3 hrs.       |                                    |
|         | 3rd fl.       | 1 <del>x</del>     | 1 hr.        |                                    |
|         | 7th fl.       | 16 <del>x</del>    | 1 hr.        |                                    |
|         | 9th fl.       | 20 <del>x</del>    | 1 hr.        |                                    |
|         | 11th fl.      | 10 <del>x</del>    | 1 hr.        |                                    |
| Dec. 19 | 5th & 2nd fl. |                    |              | Open House<br>P.M. Recreation      |
|         | 5th & 2nd fl. | 8 <del>x</del>     | 1 hr.        |                                    |
|         | 3rd fl.       | 5 <del>x</del>     | 1 hr.        |                                    |
|         | 7th fl.       | 9 <del>x</del>     | 1 hr.        |                                    |
|         | 9th fl.       | 11 <del>x</del>    | 1 hr.        |                                    |
|         | 11th fl.      | 25 <del>x</del>    | 1 hr.        |                                    |
| Dec. 20 | 5th & 1 fl.   | 10 <del>x</del>    | 1 hr.        |                                    |
|         | 3rd fl.       | 2 <del>x</del>     | 1 hr.        |                                    |
|         | 7th fl.       | 20 <del>x</del>    | 1 hr.        |                                    |
|         | 9th fl.       | 19 <del>x</del>    | 1 hr.        |                                    |
|         | 11th fl.      | 16 <del>x</del>    | 1 hr.        |                                    |

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Roof Log

## UNITED STATES GOVERNMENT

A 2336

## Memorandum

DATE: December 26th, 1976

TO : M. Haines, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, December 25th, 1976

| DATE    | UNIT             | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS               |
|---------|------------------|--------------------|--------------|------------------------|
| Dec. 21 | 5th & 2nd fl.    | 15 <del>x</del>    | 3 hrs.       |                        |
|         | 3rd fl.          | 5 <del>x</del>     | 1 hr.        |                        |
|         | 7th fl.          | 19 <del>x</del>    | 1 hr.        |                        |
|         | 9th fl.          | 3 <del>x</del>     | 1 hr.        |                        |
|         | 11th fl.         | 20 <del>x</del>    | 1 hr.        |                        |
| Dec. 22 | 5th & 2nd fl.    |                    |              | Disco                  |
|         | 3rd fl.          | 6 <del>x</del>     | 1 hr.        |                        |
|         | 7th fl.          | 5 <del>x</del>     | 1 hr.        |                        |
|         | 9th fl.          | 4 <del>x</del>     | 1 hr.        |                        |
|         | 11th fl.         |                    |              | No Staff               |
| Dec. 23 | 5th & 2nd fl.    | 15 <del>x</del>    | 3 hrs.       |                        |
|         | 3rd fl.          | 3 <del>x</del>     | 1 hr.        |                        |
|         | 7th fl.          | 6 <del>x</del>     | 1 hr.        |                        |
|         | 9th fl.          | 2 <del>x</del>     | 1 hr.        |                        |
|         | 11th fl.         |                    |              | No staff               |
| Dec. 24 | 5th & 2nd fl.    |                    |              | Disco                  |
|         | 3rd fl.          | 1 <del>x</del>     | 1 hr.        |                        |
|         | MUSIC ALL FLOORS |                    |              | TOO COLD               |
| Dec. 25 | 5th & 2nd fl.    | 4 <del>x</del>     | 3 hrs.       | A.M. Recreation - SNOW |
|         | 5th & 2nd fl.    | 4 <del>x</del>     | 3 hrs.       | P.M. Recreation        |
|         | 3rd fl.          | 1 <del>x</del>     | 1 hr.        |                        |
|         | BINGO ALL FLOORS |                    |              | TOO COLD               |

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## UNITED STATES GOVERNMENT

A 2337

## Memorandum

DATE: December 31, 1976

TO : M. Haines, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, December 31, 1976

| DATE    | UNIT                                | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS        |
|---------|-------------------------------------|--------------------|--------------|-----------------|
| Dec. 26 | ALL FLOORS REFUSED TOO COLD----     |                    |              | DISCO           |
| Dec. 27 | ALL FLOORS REFUSED TOO COLD----     |                    |              | DISCO           |
| Dec. 28 | 5th & 2nd fl. - 4 X                 |                    | 3 hrs.       |                 |
|         | ALL OTHER FLOORS REFUSED TOO COLD-- |                    |              | DISCO           |
| D c. 29 | 5th & 2nd fl.                       |                    |              | Refused in A.M. |
|         | 5th & 2nd fl. 4 X                   |                    | 3 hrs.       |                 |
|         | 3rd fl. 2 X                         |                    | 1 hr.        |                 |
|         | 7th fl. 11 X                        |                    | 1 hr.        |                 |
|         | 9th fl.                             |                    |              | Casual Music    |
|         | 11th fl.                            |                    |              | Casual Music    |
| Dec. 30 | 5th & 2nd fl.                       |                    |              | Refused         |
|         | 3rd fl.                             |                    |              | Refused         |
|         | 7th fl. 10 X                        |                    | 1 hr.        |                 |
|         | 9th fl.                             |                    |              | Casual Music    |
|         | 11th fl.                            |                    |              | Casual Music    |
| Dec. 31 | 3rd fl. 3 X                         |                    | 1 hr.        |                 |
|         | BINGO ON ALL FLOORS                 |                    |              |                 |

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## UNITED STATES GOVERNMENT

A 2338

## Memorandum

DATE: January 6, 1977

TO : M. Haines, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, January 5th, 1977

| DATE | UNIT                                                                       | TOTAL PARTICIPANTS                                   | TIME ON ROOF                               | COMMENTS                                                                            |
|------|----------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------|
| 1/1  | 5th & 2nd<br>3rd fl.<br>7th fl.<br>9th fl.<br><del>XXXXXXXX</del> 11th fl. | 4x<br>5x<br>0<br>0<br>0                              | 3 hrs.<br>1 hr.                            | AM Recreation<br><br>refused-gave Bingo<br>refused-gave Bingo<br>refused-gave Bingo |
| 1/2  | 5th & 2nd<br>3rd fl.<br>7th fl.<br>9th fl.<br>11th fl.                     | 5x<br>5x<br>7x<br>8<br>0                             | 3 hrs.<br>1 hr.<br>1 hr.<br>1 hr.          | <br><br><br>refused-gave music                                                      |
| 1/3  | 5th & 2nd<br>3rd fl.<br>7th fl.<br>9th fl.<br>11th fl.                     | 0<br>3x<br>0<br>0<br>11x                             | 1 hr.<br><br><br><br>1 hr.                 | refused-too cold<br><br>refused-too cold<br>refused-too cold                        |
| 1/4  | 5th & 2nd<br>3rd fl.<br>7th fl.<br>9th fl.<br>11th fl.                     | 4x<br>2x<br>18x<br>1<br>8                            | 2 hrs.<br>1 hr.<br>1 hr.<br>1 hr.<br>1 hr. |                                                                                     |
| 1/5  | 5th & 2nd<br>3rd fl.<br>7th fl.<br>9th fl.<br>11th fl.                     | 0<br>3x<br>0<br>3x<br>No <del>XXXXXXXX</del> Staff - | 1 hr.<br><br>1 hr.                         | refused-too cold<br>No staff                                                        |

Total coats daily: 15

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Rec Log



## UNITED STATES GOVERNMENT

A 2339

## Memorandum

DATE: January 11, 1977

TO : M. Haines, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, January 10, 1977

| DATE | UNIT          | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS             |
|------|---------------|--------------------|--------------|----------------------|
| 1/6  | 5th & 2nd fl. | 0                  |              | Refused              |
|      | 3rd fl.       | 0                  |              | Refused              |
|      | 7th fl.       | 3                  | 1 hr.        |                      |
|      | 9th fl.       | 5                  | 1 hr.        |                      |
|      | 11th fl.      | 0                  |              | No record from unit. |
| 1/7  | 5th & 2nd fl. | 13                 | 2 hr.        | 1 1/2 hrs. Disco     |
|      | 3rd fl.       | 0                  |              | refused              |
|      | 7th fl.       | 0                  |              | refused              |
|      | 9th fl.       | 0                  |              | refused              |
|      | 11th fl.      | 0                  |              | refused              |
| 1/8  | 5th & 2nd fl. | 4                  | 3 hrs.       | refused              |
|      | 3rd fl.       | 0                  |              |                      |
|      | 7th fl.       | 6                  | 1 hr.        |                      |
|      | 9th fl.       | 11                 | 1 hr.        |                      |
|      | 11th fl.      | 7                  | 1 hr.        |                      |
| 1/9  | 5th & 2nd fl. | 6                  | 3 hrs.       | AM Recreation        |
|      | 5th & 2nd fl. | 2                  | 3 hrs.       | PM Recreation        |
|      | 3rd fl.       | 0                  |              | refused              |
|      | 7th fl.       | 6                  | 1 hr.        |                      |
|      | 9th fl.       | 11                 | 1 hr.        |                      |
|      | 11th fl.      | 7                  | 1 hr.        |                      |
| 1/10 | 5th & 2nd fl. | 0                  |              | refused              |
|      | 3rd fl.       | 0                  |              | refused              |
|      | 7th fl.       | 0                  |              | refused              |
|      | 9th fl.       | 0                  |              | refused              |
|      | 11th fl.      | 0                  |              | refused too cold     |

Total coats: 15 daily

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File  
Roof Log

## UNITED STATES GOVERNMENT

A 2340

## Memorandum

DATE: January 16, 1977

TO : M. Haines, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, January 15, 1977

| DATE | UNIT          | TOTAL PARTICIPANTS | TIME ON ROOF                | COMMENTS                       |
|------|---------------|--------------------|-----------------------------|--------------------------------|
| 1/11 | 5th & 2nd fl. | 9*                 | 3 hrs.                      | Refused-too cold               |
|      | 3rd fl.       | 0                  |                             |                                |
|      | 7th fl.       | 5*                 | 1 hr.                       | Refused-too cold               |
|      | 9th fl.       | 0                  |                             | Refused-too cold               |
|      | 11th fl.      | 0                  |                             |                                |
| 1/12 | 5th & 2nd fl. | 0                  |                             | Refused-too cold               |
|      | 3rd fl.       | 1*                 | 1 hr.                       |                                |
|      | 7th fl.       | 2*                 | 1 hr.                       |                                |
|      | 9th fl.       | 4*                 | 1 hr.                       |                                |
|      | 11th fl.      | 0                  | <i>No Staff</i>             | <del>No Record from unit</del> |
| 1/13 | 5th & 2nd fl. | 0                  |                             | Refused-too cold               |
|      | 3rd fl.       | 4*                 | 1 hr.                       |                                |
|      | 7th fl.       | 0                  |                             | No Staff                       |
|      | 9th fl.       | 4*                 | 1 hr.                       |                                |
|      | 11th fl.      | 0                  | <i>No Staff</i>             | <del>No record from unit</del> |
| 1/14 | 5th & 2nd fl. | 0                  | Refused-Blizzard conditions |                                |
|      | 3rd fl.       | 0                  | " "                         | "                              |
|      | 7th fl.       | 0                  | " "                         | "                              |
|      | 9th fl.       | 0                  | " "                         | "                              |
|      | 11th fl.      | 0                  | " "                         | "                              |
| 1/15 | 5th & 2nd fl. | 4*                 | 3 hrs.                      | AM Recreation                  |
|      | 3rd fl.       | 2*                 | 1 hr.                       |                                |
|      | 7th fl.       | 0                  |                             | Refused-snow & ice             |
|      | 9th fl.       | 0                  |                             | " " "                          |
|      | 11th fl.      | 0                  |                             | " " "                          |

Total coats: 15 coats

cc:  
File  
Roof Log



## UNITED STATES GOVERNMENT

A 2341

Memorandum

DATE: January 21, 1977

TO : M. Haines, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, January 20, 1977

| DATE | UNIT          | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS            |
|------|---------------|--------------------|--------------|---------------------|
| 1/16 | 5th & 2nd fl. | 0                  |              | Refused-snow (AM)   |
|      | 5th & 2nd fl. | 2                  | 3 hrs.       | PM Recreation       |
|      | 3rd fl.       | 2                  | 1 hr.        |                     |
|      | 7th fl.       | 0                  |              | Refused-snow        |
|      | 9th fl.       | 0                  |              | Refused-snow        |
|      | 11th fl.      | 0                  |              | Refused-snow        |
| 1/17 | 5th & 2nd fl. | 0                  |              | Refused-snow        |
|      | 3rd fl.       | 0                  |              | Refused-snow        |
|      | 7th fl.       | 0                  |              | Refused-snow        |
|      | 9th fl.       | 0                  |              | Refused-snow        |
|      | 11th fl.      | 0                  |              | Refused-snow        |
| 1/18 | 5th & 2nd fl. | 0                  |              | Refused-snow & cold |
|      | 3rd fl.       | 4                  | 1 hr.        |                     |
|      | 7th fl.       | 0                  |              | Refused-too cold    |
|      | 9th fl.       | 10                 | 1 hr.        |                     |
|      | 11th fl.      | 0                  |              | Refused-too cold    |
| 1/19 | 5th & 2nd fl. | 0                  |              | Refused-too cold    |
|      | 3rd fl.       | 1                  | 1 hr.        |                     |
|      | 7th fl.       | 5                  | 1 hr.        |                     |
|      | 9th fl.       | 9                  | 1 hr.        |                     |
|      | 11th fl.      | 0                  |              | No record from unit |
| 1/20 | 5th & 2nd fl. | 0                  |              | Refused-too cold    |
|      | 3rd fl.       | 0                  |              | No staff            |
|      | 7th fl.       | 0                  |              | No staff            |
|      | 9th fl.       | 3                  | 1 hr.        |                     |
|      | 11th fl.      | 0                  |              | No staff            |

Total coats: 15

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Roof Log

## UNITED STATES GOVERNMENT

A 2342

Memorandum

DATE: January 25, 1977

TO : M. Haines, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, January 25- 1977

| DATE | UNIT          | TOTAL PARTICIPANTS                              | TIME ON ROOF | COMMENTS      |
|------|---------------|-------------------------------------------------|--------------|---------------|
| 1/21 | 5th & 2nd fl. | 5*                                              | 3 hrs.       |               |
|      | 3rd fl.       | 5*                                              | 1 hr.        |               |
|      | 7th fl.       | 11*                                             | 1 hr.        |               |
|      | 9th fl.       | 3*                                              | 1 hr.        |               |
|      | 11th fl.      | 3*                                              | 1 hr.        |               |
| 1/22 | 5th & 2nd fl. | 8*                                              | 3 hrs.       | AM Recreation |
|      | 5th & 2nd fl. | 0 -                                             |              | PM Recreation |
|      | 3rd fl.       | 5*                                              | 1 hr.        |               |
|      | 7th fl.       | 0                                               |              | Refused       |
|      | 9th fl.       | 0                                               |              | Refused       |
|      | 11th fl.      | 0                                               |              | Refused       |
| 1/23 | 5th & 2nd fl. | 6*                                              | 3 hrs.       | AM Recreation |
|      | 5th & 2nd fl. | 0 -                                             |              | Refused       |
|      | 3rd fl.       | 3*                                              | 1 hr.        |               |
|      | 7th fl.       | 6*                                              | 1 hr.        |               |
|      | 9th fl.       | 6*                                              | 1 hr.        |               |
|      | 11th fl.      | 14*                                             | 1 hr.        |               |
| 1/24 | 5th & 2nd fl. | 6*                                              | 3 hrs.       |               |
|      | 3rd fl.       | 0*                                              |              | Refused       |
|      | 7th fl.       | 16*                                             | 1 hr.        |               |
|      | 9th fl.       | 2*                                              | 1 1/2 hrs.   |               |
|      | 11th fl.      | 6*                                              | 1 hr.        |               |
| 1/25 | 5th & 2nd fl. | 5*                                              | 3 hrs.       |               |
|      | 3rd fl.       | 3*                                              | 1 hr.        |               |
|      | 7th fl.       | 6*                                              | 1 hr.        |               |
|      | 9th fl.       | 1*                                              | 1 hr.        |               |
|      | 11th fl.      | Cancelled-Emergency Custodial Duties (Hospital) |              |               |

Total coats: 15

cc  
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Roof Log



## UNITED STATES GOVERNMENT

A 2343

## Memorandum

DATE: January 31, 1977

TO : M. Haines, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, January 31, 1977

| DATE | UNIT          | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS                                      |
|------|---------------|--------------------|--------------|-----------------------------------------------|
| 1/26 | 5th & 2nd fl. | 0 ✓                |              | Refused                                       |
|      | 3rd fl.       | 0 ✓                |              | Refused                                       |
|      | 7th fl.       | 0 ✓                |              | Refused                                       |
|      | 9th fl.       | 0                  |              | Refused                                       |
|      | 11th fl.      | 0                  |              | <del>No Record from unit</del>                |
|      |               |                    |              | Total coats: 14- 1 coat in Recreation office. |
| 1/27 | 5th & 2nd fl. | 7 x                | 3 hrs.       |                                               |
|      | 3rd fl.       | 0 x                |              | Unit locked up                                |
|      | 7th fl.       | 14 x               | 1 hr.        |                                               |
|      | 9th fl.       | 1 x                | 1 hr.        |                                               |
|      | 11th fl.      | 0 x                |              | No <del>staff</del> staff. (Coats-15)         |
| 1/28 | 5th & 2nd fl. | 0 ✓                |              | Refused                                       |
|      | 3rd fl.       | 2 x                | 1 hr.        |                                               |
|      | 7th fl.       | 5 x                | 1 hr.        |                                               |
|      | 9th fl.       | 4 x                | 1 hr.        |                                               |
|      | 11th fl.      | 6 x                | 1 hr.        |                                               |
| 1/29 | 5th & 2nd fl. | 10 x               | 3 hrs.       | AM Recreation                                 |
|      | 5th & 2nd fl. | 3 x                | 3 hrs.       | PM Recreation                                 |
|      | 3rd fl.       | 1 x                | 1 hr.        |                                               |
|      | 7th fl.       | 4 x                | 1 hr.        |                                               |
|      | 9th fl.       | 8 x                | 1 hr.        |                                               |
|      | 11th fl.      | 5 x                | 1 hr.        |                                               |
| 1/30 | 5th & 2nd fl. | 7 ✓                | 2 hrs.       | AM Recreation                                 |
|      | 5th & 2nd fl. | 9 x                | 3 hrs.       | PM Recreation                                 |
|      | 3rd fl.       | 4 x                | 1 hr.        |                                               |
|      | 7th fl.       | 3 x                | 1 hr.        |                                               |
|      | 9th fl.       | 9 x                | 1 hr.        |                                               |
|      | 11th fl.      | 10 x               | 1 hr.        |                                               |
| 1/31 | 5th & 2nd fl. | 0 ✓                |              | Refused AM Recreation                         |
|      | 5th & 2nd fl. | 4 ✓                | 3 hr         | PM Recreation                                 |
|      | 3rd fl.       | 5 x                | 1 hr         |                                               |
|      | 7th fl.       | 9 x                | 1 hr         |                                               |
|      | 9th fl.       | 9 x                | 1 hr.        |                                               |
|      | 11th fl.      | 5 x                | 1 hr.        |                                               |

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Total coats-15

## UNITED STATES GOVERNMENT

A 2344

## Memorandum

DATE: February 6th, 1977

TO : M. Holmes, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, February 5th, 1977

| DATE              | UNIT          | TOTAL PARTICIPANTS | TIME ON ROOF    | COMMENTS                          |
|-------------------|---------------|--------------------|-----------------|-----------------------------------|
| Feb 1             | 5th & 2nd fl. | 0                  |                 | Refused (15 coats)                |
|                   | 3rd fl.       | 3                  | 1 hr.           |                                   |
|                   | 7th fl.       | 8                  | 1 hr.           |                                   |
|                   | 9th fl.       | 4                  | 1 hr.           |                                   |
|                   | 11th fl.      | 6                  | 1 hr.           |                                   |
| Feb. 2            | 5th & 2nd fl. | 0                  |                 | Refused                           |
|                   | 3rd fl.       | 3                  | 1 hr.           |                                   |
|                   | 7th fl.       | 13                 | 1 hr.           |                                   |
|                   | 9th fl.       | 4                  | 1 hr.           |                                   |
|                   | 11th fl.      | 0                  |                 | Refused                           |
| Feb. 3            | 5th & 2nd fl. | 0                  |                 | No record from unit               |
|                   | 3rd fl.       | 1                  | 1 hr.           |                                   |
|                   | 7th fl.       | 0                  |                 | Refused-Snow                      |
|                   | 9th fl.       | 3                  | 1 hr.           |                                   |
|                   | 11th fl.      | 0                  | <i>No staff</i> | <del>Did not call no record</del> |
| Feb. 4            | 5th & 2nd fl. | 0                  |                 | Refused                           |
|                   | 3rd fl.       | 2                  | 1 hr.           |                                   |
|                   | 7th fl.       | 10                 | 1 hr.           |                                   |
|                   | 9th fl.       | 5                  | 1 hr.           |                                   |
|                   | 11th fl.      | 7                  | 1 hr.           |                                   |
| <del>Feb. 5</del> | 5th & 2nd fl. | 0                  |                 | Refused                           |
|                   | 3rd fl.       | 1                  | 1 hr.           |                                   |
|                   | 7th fl.       | 0                  |                 | <del>No staff cancelled</del>     |
|                   | 9th fl.       | 12                 | 1 hr.           |                                   |
|                   | 11th fl.      | 7                  | 1 hr.           |                                   |
|                   | 5th & 2nd fl. | 0                  |                 | Refused                           |

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Roof Log



## UNITED STATES GOVERNMENT

A 2345

## Memorandum

DATE: February 11th, 1977

TO : M. Haines, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, February 10th, 1977

| DATE    | UNIT          | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS        |
|---------|---------------|--------------------|--------------|-----------------|
| Feb. 6  | 5th & 2nd fl. | -                  |              | Refused         |
|         | 3rd fl.       | 8x                 | 1 hr.        |                 |
|         | 7th fl.       | 4x                 | 1 hr.        |                 |
|         | 9th fl.       | 6x                 | 1 hr.        |                 |
|         | 11th fl.      | 8x                 | 1 hr.        |                 |
| Feb. 7  | 5th & 2nd fl. | -                  |              | Refused         |
|         | 3rd fl.       | 3x                 | 1 hr.        |                 |
|         | 7th fl.       | 4x                 | 1 hr.        |                 |
|         | 9th fl.       | 3x                 | 1 hr.        |                 |
|         | 11th fl.      | 8x                 | 1 hr.        |                 |
| Feb. 8  | 5th & 2nd fl. | 6x                 | 1 hr.        | Refused         |
|         | 3rd fl.       | -                  |              |                 |
|         | 7th fl.       | 13x                | 1 hr.        |                 |
|         | 9th fl.       | 4x                 | 1 hr.        |                 |
|         | 11th fl.      | 4x                 | 1 hr.        |                 |
| Feb. 9  | 5th & 2nd fl. | -                  |              | No record STAFF |
|         | 3rd fl.       | -                  |              | No staff        |
|         | 7th fl.       |                    |              | No record       |
|         | 9th fl.       | 3x                 | 1 hr.        |                 |
|         | 11th          |                    |              | No record       |
| Feb. 10 | 5th & 2nd fl. | -                  |              | No record       |
|         | 3rd fl.       | 1x                 | 1 hr.        |                 |
|         | 7th fl.       | 21x                | 1 hr.        |                 |
|         | 9th fl.       | 4x                 | 2 hrs.       |                 |
|         | 11th fl.      | 30x                | 1 hr.        |                 |

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## Memorandum

DATE: February 16th, 1977

TO : M. Haines, Research Analyst

FROM : D. Edgar David, Res. Spec.

SUBJECT: Attendance on the roof, week ending, February 15th, 1977

| DATE    | UNIT          | TOTAL<br>PARTICIPANTS | TIME<br>ON<br>ROOF | COMMENTS        |
|---------|---------------|-----------------------|--------------------|-----------------|
| Feb. 11 | 5th & 2nd fl. | 5 <del>x</del>        | 3 hrs.             | A.M. Recreation |
|         | 5th & 2nd fl. | 12 <del>x</del>       | 3 hrs.             | P.M. Recreation |
|         | 3rd fl.       | 1 <del>x</del>        | 1 hr.              |                 |
|         | 7th fl.       | 13 <del>x</del>       | 1 hr.              |                 |
|         | 9th fl.       | 11 <del>x</del>       | 2 hrs.             |                 |
|         | 11th fl.      | 8 <del>x</del>        | 1 hr.              |                 |
| Feb. 12 | 5th & 2nd fl. | 4 <del>x</del>        | 3 hrs.             | A.M. Recreation |
|         | 5th & 2nd fl. | 30 <del>x</del>       | 1 hr.              | P.M. Recreation |
|         | 3rd fl.       | 8 <del>x</del>        | 1 hr.              |                 |
|         | 7th fl.       | 20 <del>x</del>       | 1 hr.              |                 |
|         | 9th fl.       | 22 <del>x</del>       | 1 hr.              |                 |
|         | 11th fl.      | 28 <del>x</del>       | 1 hr.              |                 |
| Feb. 13 | 5th & 2nd fl. | 37 <del>x</del>       | 1 hr.              |                 |
|         | 3rd fl.       | 8 <del>x</del>        | 1 hr.              |                 |
|         | 7th fl.       | 2 <del>x</del>        | 1 hr.              |                 |
|         | 9th fl.       | 9 <del>x</del>        | 1 hr.              |                 |
| Feb. 14 | 5th & 2nd fl. | 19 <del>x</del>       | 1 hr.              |                 |
|         | 3rd fl.       | 5 <del>x</del>        | 1 hr.              |                 |
|         | 7th fl.       | 15 <del>x</del>       | 1 hr.              |                 |
|         | 9th fl.       | 5 <del>x</del>        | 1 hr.              |                 |
|         | 11th fl.      | 13 <del>x</del>       | 1 hr.              |                 |
| Feb. 15 | 5th & 2nd fl. | 14 <del>x</del>       | 1 hr.              |                 |
|         | 3rd fl.       | 1 <del>x</del>        | 1 hr.              |                 |
|         | 7th fl.       | 7 <del>x</del>        | 1 hr.              |                 |
|         | 9th fl.       | 2 <del>x</del>        | 1 hr.              |                 |
|         | 11th fl.      | 7 <del>x</del>        | 1 hr.              |                 |

cc:  
File  
Roof Log



## UNITED STATES GOVERNMENT

A 2347

## Memorandum

DATE: February 21, 1977

TO : M. Haines, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending February 20th, 1977

| DATE    | UNIT                           | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS                    |
|---------|--------------------------------|--------------------|--------------|-----------------------------|
| Feb. 16 | 5th & 2nd fl.                  | 1                  |              | No Record                   |
|         | 3rd fl.                        | 2                  |              | Refused                     |
|         | 7th fl.                        | 12                 | 1 hr.        |                             |
|         | 9th fl.                        | 6                  | 1 hr.        |                             |
|         | 11th fl.                       |                    |              | No Record                   |
| Feb. 17 | 5th & 2nd fl.                  | 1                  |              | No Record                   |
|         | 3rd fl.                        | 3                  | 1 hr.        | Refused                     |
|         | 7th fl.                        | 4                  | 1 hr.        | <del>No Record</del>        |
|         | 9th fl.                        |                    |              | No Record                   |
|         | 11th fl.                       |                    |              |                             |
| Feb. 18 | 5th & 2nd fl.                  | 5                  | 1 hr.        |                             |
|         | 3rd fl.                        | 2                  | 1 hr.        |                             |
|         | 7th fl.                        | 5                  | 1 hr.        |                             |
|         | 9th fl.                        |                    |              | Cancelled, custodial duties |
|         | 11th fl.                       | 5                  | 1 hr.        |                             |
| Feb. 19 | 5th & 2nd fl.                  | 9                  | 3 hrs.       | A.M. Recreation             |
|         | 5th & 2nd fl.                  | 1                  |              | Refused - P.M. Recreation   |
|         | 3rd fl.                        | 3                  | 1 hr.        |                             |
|         | 7th fl.                        | 20                 | 1 hr.        |                             |
|         | 9th fl.                        | 15                 | 1 hr.        |                             |
|         | 11th fl.                       | 12                 | 1 hr.        |                             |
| Feb. 20 | 5th & 2nd fl.                  | 4                  | 5 minutes    | Snow                        |
|         | ALL FLOORS REFUSED DUE TO SNOW |                    |              |                             |

cc:  
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Room Log

## UNITED STATES GOVERNMENT

A 2348

## Memorandum

DATE: February 28th, 1977

TO : M. Haines, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, February 27th, 1977

| DATE     | UNIT          | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS                       |
|----------|---------------|--------------------|--------------|--------------------------------|
| Feb. 21  | 5th & 2nd fl. | 0                  |              | Refused                        |
|          | 3rd fl.       | 0                  |              | Refused                        |
|          | 7th fl.       | 5                  | 1 hr.        |                                |
|          | 9th fl.       | 0                  |              | Refused                        |
|          | 11th fl.      | 5                  | 1 hr.        |                                |
| Feb. 22  | 5th & 2nd fl. | 0                  |              | Refused                        |
|          | 3rd fl.       | 5                  | 1 hr.        |                                |
|          | 7th fl.       | 0                  |              | Refused                        |
|          | 9th fl.       | 5                  | 1 hr.        |                                |
|          | 11th fl.      | 6                  | 1 hr.        |                                |
| Feb. 23  | 5th & 2nd fl. | 0                  |              | No record from unit            |
|          | 3rd fl.       | 7                  | 1 hr.        |                                |
|          | 7th fl.       | 8                  | 1 hr.        | <del>No record from unit</del> |
|          | 9th fl.       | 9                  | 1 hr.        |                                |
|          | 11th fl.      | 0                  |              | No record from unit            |
| Feb. 24  | 5th & 2nd fl. | 0                  |              | Refused                        |
|          | 3rd fl.       | 6                  | 1 hr.        |                                |
|          | 7th fl.       | 13                 | 1 hr.        | <del>No record from unit</del> |
|          | 9th fl.       | 5                  | 1 hr.        |                                |
|          | 11th fl.      | 0                  |              | Refused                        |
| Feb. 25  | 5th & 2nd fl. | 6                  | 3 hrs.       |                                |
|          | 3rd fl.       | 7                  | 1 hr.        |                                |
|          | 7th fl.       | 7                  | 1 hr.        |                                |
|          | 9th fl.       | 6                  | 1 hr.        | <del>No record from unit</del> |
|          | 11th fl.      | 9                  | 1 hr.        |                                |
| Feb. 26  | 5th & 2nd fl. | 7                  | 3 hrs.       | AM Recreation                  |
|          | 5th & 2nd fl. | 33                 | 1 hr.        | PM Recreation                  |
|          | 3rd fl.       | 15                 | 1 hr.        |                                |
|          | 7th fl.       | 29                 | 1 hr.        |                                |
|          | 9th fl.       | 14                 | 1 hr.        |                                |
|          | 11th fl.      | 12                 | 1 hr.        |                                |
| Feb. 27  | 5th & 2nd fl. | 0                  |              | No record from unit AM         |
| cc:      | 5th & 2nd fl. | 0                  |              | Refused: PM Recreation         |
| File     | 3rd fl.       | 9                  | 1 hr.        |                                |
| Roof Log | 7th fl.       | 7                  | 1 hr.        |                                |
|          | 9th fl.       | 13                 | 1 hr.        |                                |
|          | 11th fl.      | 11                 | 1 hr.        |                                |



## UNITED STATES GOVERNMENT

A 2349

DATE: February 28, 1977

## Memorandum

TO : M. Haines, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, February 28, 1977

- CONTINUED -

| DATE    | UNIT          | TOTAL<br>PARTICIPANTS | TIME<br>ON<br>ROOF | COMMENTS                 |
|---------|---------------|-----------------------|--------------------|--------------------------|
| Feb. 28 | 5th & 2nd fl. | 9X                    | 1 hr.              | A.M. Recreation          |
|         | 5th & 2nd fl. | Y                     |                    | Refused 5:30 - 7:10 Slot |
|         | 3rd fl.       | X                     |                    | Refused                  |
|         | 7th fl.       | 8 X                   | 1 hr.              |                          |
|         | 9th fl.       |                       |                    | Refused                  |
|         | 11th fl.      | 11X                   | 1 hr.              |                          |

## UNITED STATES GOVERNMENT

A 2350

## Memorandum

DATE: March 14, 1977

TO : M. Haines, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, March 14, 1977

| DATE   | UNIT          | TOTAL<br>PARTICIPANTS | TIME<br>ON<br>ROOF | COMMENTS  |
|--------|---------------|-----------------------|--------------------|-----------|
| Mar. 1 | 5th & 2nd fl. |                       |                    | Refused   |
|        | 3rd fl.       | 6                     | 1 hr.              |           |
|        | 7th fl.       | 7                     | 1 hr.              |           |
|        | 9th fl.       | 15                    | 1 hr.              |           |
|        | 11th fl.      | 13                    | 1 hr.              |           |
| Mar. 2 | 5th & 2nd fl. |                       |                    | No Record |
|        | 3rd fl.       | 8                     | 1 hr.              |           |
|        | 7th fl.       | 20                    | 1 hr.              |           |
|        | 9th fl.       | 6                     | 1 hr.              |           |
|        | 11th fl.      |                       |                    | No Record |
| Mar. 3 | 5th & 2nd fl. |                       |                    | No Record |
|        | 3rd fl.       |                       |                    | No Staff  |
|        | 7th fl.       | 11                    | 1 hr.              |           |
|        | 9th fl.       | 11                    | 1 hr.              |           |
|        | 11th fl.      | 13                    | 1 hr.              |           |
| Mar. 4 | 5th & 2nd fl. |                       |                    | Refused   |
|        | 3rd fl.       |                       |                    | Refused   |
|        | 7th fl.       |                       |                    | Rain      |
|        | 9th fl.       |                       |                    | Rain      |
|        | 11th fl.      |                       |                    | Rain      |
| Mar. 5 | 5th & 2nd fl. | 10                    | 3 hrs.             |           |
|        | 5th & 2nd fl. |                       |                    | Refused   |
|        | 3rd fl.       | 11                    | 1 hr.              |           |
|        | 7th fl.       | 23                    | 1 hr.              |           |
|        | 9th fl.       | 28                    | 1 hr.              |           |
|        | 11th fl.      | 24                    | 1 hr.              |           |



## UNITED STATES GOVERNMENT

A 2351

## Memorandum

DATE: March 11th, 1977

TO : M. Haines, Research Analyst

FROM : D. Edna David, Rec. Spec. ---

SUBJECT: Attendance on the roof, week ending, March 10th, 1977

| DATE    | UNIT          | TOTAL<br>PARTICIPANTS | TIME<br>ON<br>ROOF | COMMENTS  |
|---------|---------------|-----------------------|--------------------|-----------|
| Mar. 6  | 5th & 2nd fl. |                       |                    | Refused   |
|         | 3rd fl.       | 3                     | 1 hr.              | .         |
|         | 7th fl.       | 11                    | 1 hr.              | .         |
|         | 9th fl.       | 9                     | 1 hr.              | .         |
|         | 11th fl.      | 21                    | 1 hr.              | .         |
| Mar. 7  | 5th & 2nd fl. |                       |                    | Refused   |
|         | 3rd fl.       |                       |                    | No Record |
|         | 7th fl.       | 9                     | 1 hr.              | .         |
|         | 9th fl.       | 8                     | 1 hr.              | .         |
|         | 11th fl.      | 5                     | 1 hr.              | .         |
| Mar. 8  | 5th & 2nd fl. |                       |                    | Refused   |
|         | 3rd fl.       | 7                     | 1 hr.              | .         |
|         | 7th fl.       | 17                    | 1 hr.              | .         |
|         | 9th fl.       | 15                    | 1 hr.              | .         |
|         | 11th fl.      | 20                    | 1 hr.              | .         |
| Mar. 9  | 5th & 2nd fl. |                       |                    | No Record |
|         | 3rd fl.       | 7                     | 1 hr.              | .         |
|         | 7th fl.       | 11                    | 1 hr.              | .         |
|         | 9th fl.       | 14                    | 1 hr.              | .         |
|         | 11th fl.      | 24                    | 1 hr.              | .         |
| Mar. 10 | 5th & 2nd fl. |                       |                    | No Record |
|         | 3rd fl.       | 8                     | 1 hr.              | .         |
|         | 7th fl.       | 11                    | 1 hr.              | .         |
|         | 9th fl.       | 11                    | 1 hr.              | .         |
|         | 11th fl.      | 44                    | 1 hr.              | .         |

## UNITED STATES GOVERNMENT

A 2352

## Memorandum

DATE: March 16, 1977

TO : M. Haines, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, March 15th, 1977

| DATE    | UNIT          | TOTAL<br>PARTICIPANTS            | TIME<br>ON<br>ROOF | COMMENTS            |
|---------|---------------|----------------------------------|--------------------|---------------------|
| Mar. 11 | 5th & 2nd fl. | 6                                | 3 hrs.             |                     |
|         | 3rd fl.       | 8                                | 1 hr.              |                     |
|         | 7th fl.       | 13                               | 1 hr.              |                     |
|         | 9th fl.       | 6                                | 1 hr.              |                     |
|         | 11th fl.      | 26                               | 1 hr.              |                     |
| Mar. 12 | 5th & 2nd fl. | 14                               | 3 hrs.             | A.M. Recreation     |
|         | 5th & 2nd fl. |                                  |                    | Refused             |
|         | 3rd fl.       | 7                                | 1 hr.              |                     |
|         | 7th fl.       | 30                               | 1 hr.              |                     |
|         | 9th fl.       | 26                               | 1 hr.              |                     |
|         | 11th fl.      | 29                               | 1 hr.              |                     |
| Mar. 13 | 5th & 2nd fl. | - All floors - No Roof Emergency |                    |                     |
| Mar. 14 | 5th & 2nd fl. |                                  |                    | Emergency situation |
|         | 3rd fl.       |                                  |                    | No Record           |
|         | 7th fl.       |                                  |                    | No Officers         |
|         | 9th fl.       | 6                                | 1 hr.              |                     |
|         | 11th fl.      | 1                                | 1 hr.              |                     |
| Mar. 15 | 5th & 2nd fl. |                                  |                    | Refused             |
|         | 3rd fl.       | 7                                | 1 hr.              |                     |
|         | 7th fl.       | 12                               | 1 hr.              |                     |
|         | 9th fl.       | 10                               | 1 hr.              |                     |
|         | 11th fl.      | 20                               | 1 hr.              |                     |

cc:  
File  
Roof Log



## UNITED STATES GOVERNMENT

A 2353

DATE: March 21st, 1977

## Memorandum

TO : M. Haines, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, March 20th, 1977

| DATE    | UNIT          | TOTAL PARTICIPANTS | TIME ON ROOF | COMMENTS                  |
|---------|---------------|--------------------|--------------|---------------------------|
| Mar. 16 | 5th & 2nd fl. |                    |              | No Record                 |
|         | 3rd fl.       | 9                  | 1 hr.        | No Staff                  |
|         | 7th fl.       |                    | 1 hr.        |                           |
|         | 9th fl.       | 6                  | 1 hr.        |                           |
|         | 11th fl.      | 21                 |              |                           |
| Mar. 17 | 5th & 2nd fl. |                    |              | No Record                 |
|         | 3rd fl.       | 9                  | 1 hr.        |                           |
|         | 7th fl.       | 12                 | 1 hr.        |                           |
|         | 9th fl.       | 7                  | 1 hr.        |                           |
|         | 11th fl.      | 20                 | 1 hr.        |                           |
| Mar. 18 | 5th & 2nd fl. |                    |              | Refused                   |
|         | 3rd fl.       |                    |              | Snow Refused              |
|         | 7th fl.       |                    |              | Refused                   |
|         | 9th fl.       | 2                  | 1 hr.        | Refused                   |
|         | 11th fl.      |                    |              |                           |
| Mar. 19 | 5th & 2nd fl. | 21                 | 3 hrs.       | A.M. Recreation           |
|         | 5th & 2nd fl. | 24                 | 1 hr.        | P.M. Recreation           |
|         | 3rd fl.       | 11                 | 1 hr.        |                           |
|         | 7th fl.       | 15                 | 1 hr.        |                           |
|         | 9th fl.       | 30                 | 1 hr.        |                           |
|         | 11th fl.      | 16                 | 1 hr.        |                           |
|         |               |                    |              |                           |
| Mar. 20 | 5th & 2nd fl. |                    |              | No Record A.M. Recreation |
|         | 5th & 2nd fl. | 9                  | 1 hr.        | P.M. Recreation           |
|         | 3rd fl.       |                    |              | No Record                 |
|         | 7th fl.       |                    |              | Refused                   |
|         | 9th fl.       | 18                 | 1 hr.        |                           |
|         | 11th fl.      | 2                  | 1 hr.        |                           |

cc:

File

Roof Log

## UNITED STATES GOVERNMENT

A 2354

## Memorandum

DATE: March 23rd, 1977

TO : M. Haimes, Research Analyst

FROM : D. Edna David, Rec. Spec.

SUBJECT: Attendance on the roof, week ending, March 22nd, 1977

| DATE    | UNIT                                                           | TOTAL<br>PARTICIPANTS | TIME<br>ON<br>ROOF | COMMENTS        |
|---------|----------------------------------------------------------------|-----------------------|--------------------|-----------------|
| Mar. 21 | 5th & 2nd fl.                                                  | 3                     | 1 hr.              | P.M. Recreation |
|         | 3rd fl.                                                        |                       |                    | No Record       |
|         | 7th fl.                                                        | 9                     | 1 hr.              |                 |
|         | 9th fl.                                                        | 10                    | 1 hr.              |                 |
|         | 11th fl.                                                       | 9                     | 1 hr.              |                 |
| Mar. 22 | ALL FLOORS REFUSED DUE TO RAIN - REPAIRED RECREATION EQUIPMENT |                       |                    |                 |



RX- LLL

A 2355

INDIVIDUAL PROGRAM SUMMARY SHEET  
Recreation/Leisure Time Fiscal Year 1976

13. List of Special Events held FY'76 and their approximate attendance.

| <u>CONCERTS:</u>                                                                     | <u>APPROXIMATE ATTENDANCE</u>                      |
|--------------------------------------------------------------------------------------|----------------------------------------------------|
| Friends of Finesse                                                                   | 114                                                |
| Miss Esther Marrow<br>Star of the Wiz<br>Charlie Brown Quintet<br>Mr. Robin Kenyatta | 264                                                |
| John Manning Quintet                                                                 | 210                                                |
| Jack D. John Quintet                                                                 | 282                                                |
| Sam Ash Music Stores<br>Ensemble and Dancers                                         | 120                                                |
| Hector Gonzalez and Band                                                             | 170                                                |
| Tito Puente and Band<br>Joe Cuba and Band                                            | 175                                                |
| Miss Esther Marrow<br>Star of the Wiz<br>Charlie Brown Quintet                       | 210                                                |
| The Miamis and Blondie<br>Ensemble                                                   | 100                                                |
| Ray Berretta and Band                                                                | 265                                                |
| The Blue Mystics                                                                     | 500 (performed for entire<br>institution in 1 day) |
| Roberto Torres and Band                                                              | 172                                                |
| The Persussions                                                                      | 220                                                |
| Joe Cuba and Band                                                                    | 175                                                |
| Joe Cuba and Band                                                                    | 294                                                |
| David Bridges Band                                                                   | 120                                                |
| Drama/Musical-The Family                                                             | 500 (performed for entire<br>institution)          |
| Drama/Musical-The Family                                                             | 500 (performed for entire<br>institution)          |

A 2356

CONCERTS

APPROXIMATE ATTENDANCE

|                                   |                                           |
|-----------------------------------|-------------------------------------------|
| Officer John Douglas<br>Glee Club | 500 (performed for entire<br>institution) |
| Latin Show                        | 179                                       |
| Oscar Brown Trio                  | 300                                       |
| Guarare Band                      | 115                                       |

GENERAL

|                                        |     |
|----------------------------------------|-----|
| Fashion Show<br>Diamond D Models       | 300 |
| Ping Pong Demonstration                | 120 |
| Turner Hall Cosmetic<br>Demonstration  | 48  |
| Turner Hall Cosmetics<br>Demonstration | 48  |
| Feminist Debate                        | 100 |

OUTSIDE TRIP

|                        |    |
|------------------------|----|
| Shea Stadium (Mets)    | 20 |
| Theater Trip           | 10 |
| Theater Trip           | 10 |
| Track Event            | 20 |
| Rock Concert           | 10 |
| Art/Musical Festival   | 20 |
| Shea Stadium (Mets)    | 20 |
| Radio City Music Hall  | 10 |
| Isley Brothers Concert | 10 |

TO REMEMBER- ALL MAJOR HOLIDAYS (Institution participates)

OUTDOOR

Basketball  
Volleyball  
Paddleball  
Handball



INDOOR

Cominoes

Cards - Wisk, Spades, Pinochle

Pool

Ping Pong

Chess

(AWARDS (Trophies) ARE GIVEN)

Checkers

BINGO

All residents participate. Bingo is held once a month for each floor. Prizes are provided by Recreation Department.

14. List of Special Events held FY\*76 and their approximate attendance.

1. Inmate Basketball (Traveling) Team: Twelve players, two referees one coach.

2. OUTDOOR-Roof Area-Universal Gym Weight Lifting Workshop: Approximately ten residents attend sessions that are held once a week for approximately one hour. Class is coached by a resident who is knowledgeable in weight lifting.

INDOOR Unit Area- A work shop in weight lifting indoors on a three station universal gym will begin in approximately three weeks. Each unit will have a mini-gym, abdominal board, jogging machine, exercise bike, body bag, punching bag, chinning bars, wall paralld dip bars and medicine balls. Competition in different areas are held during regularly held tournaments. We expect attendance to be high as this will be held on the units.

3. Basketball Games: Games are scheduled between the inmate traveling team and winners of tournaments. Games are also held when a floor requests to play the traveling team.

4. Paddleball: Approximately six inmates participate from each unit (except females).

5. Calisthenics- Average class size is 20

6. Volleyball: Average participation is 12

7. Handball:- Average participation is 6

Con't

15 List of on going recreation activities and their approximate attendance.

- | 1. | <u>Tournaments:</u>      | <u>Approximately participants</u> |
|----|--------------------------|-----------------------------------|
|    | Basketball               | 140                               |
|    | Volleyball               | 50                                |
|    | Handball                 | 60                                |
|    | Paddleball               | 40                                |
|    | Pool (Awards supplied by | 25                                |
|    | Ping Ping the recreation | 30                                |
|    | Cards department)        | 100                               |
|    | Dominoes                 | 45                                |
2. Bingo: Attendance- All residents who are in the living units attend. Prizes are supplied by the Recreation Department.  
EX. 11 North and 11 South - Approx. 150  
9 North and 9 South - Approx. 70
3. Casual Music: Approximately 40 - each unit (same as Bingo)
4. Disco: Approximately 96
5. Theater trips - Approximately 10 ( According to amount of tickets available).
6. Sports Trips: Approximately 10 ( According to amount of tickets available)
7. Fine Arts- Approximately 50
8. Sculpture-Approximately 36
9. Creative Writing-Approximately 8
10. General Art-Approximately 110
11. Dance/Movement- Approximately 18
12. Outside Entertainment: Approximately attendance-all residents that are in the living unit when the performances is given. Units are combined for a show.  
EX. 11 North - 120 + 11 South - 48 + 168 + 10 workers who move equipment- Total of 178
13. Roof Recreation: Attached please find a copy of M.C.C. Roof Schedule. This schedule indicates days and times when each unit visits the roof to participate in various activities available. Since this institution processes between 20 and 25,000 separate individuals per year, the magnitude of this program becomes readily apparent.



Cont.

**A 2359**

Below is noted the average daily attendance on the roof for each unit representative on the chart.

|                   |     |
|-------------------|-----|
| 1st floor         | 35' |
| 9th floor         | 20  |
| 7th floor         | 18  |
| 5th and 2nd floor | 40  |
| Hospital          | 4   |
| 3rd floor         | 10  |

LENGTH OF CONFINEMENT - N.Y. M.C.C.  
CENTRAL TENDENCIES

|               | <u>No. of Inmates</u> | <u>Total Man Days</u> | <u>Mean</u>  | <u>Median</u> |
|---------------|-----------------------|-----------------------|--------------|---------------|
| P/S           | 236                   | 10,862                | 46.02        | 19.00         |
| Presentenc    | 173                   | 3,880                 | 22.43        | 10.15         |
| Sentenced     | 185                   | 4,048                 | 21.88        | 9.56          |
| Enroute       | 237                   | 1,403                 | 5.92         | 5.40          |
| Immigration   | 28                    | 1,222                 | 43.64        | 13.0          |
| Writ          | 213                   | 9,867                 | 46.32        | 24.6          |
| Contempt      | 8                     | 515                   | 64.30        | 42.0          |
| Escape        | 14                    | 308                   | 21.86        | 10.0          |
| Study         | 44                    | 1,251                 | 28.43        | 14.5          |
| Designated    | 31                    | 6,052                 | 195.22       | 93.           |
| Safekeeper    | 214                   | 238                   | 1.11         | 1.19          |
| Prov/Par Viol | 53                    | 2,169                 | 37.73        | 25.75         |
| Weekender     | 9                     | 408                   | 45.32        | 59.62         |
| TOTALS        | <u>1,450</u>          | <u>42,241</u>         | <u>29.13</u> |               |

RX-NNN

A 2360



| Days of Confinement<br>at M.C.C. | Study | Escape | Desgtd. | Contmpt<br>of Ct. | P/S | Pre<br>Snted. | Snted. | Ent. | Insig. | Prob<br>Par Viol. | Safekpr. | Writ | Wkr |
|----------------------------------|-------|--------|---------|-------------------|-----|---------------|--------|------|--------|-------------------|----------|------|-----|
| 1-10                             | 19    | 7      | 2       | 3                 | 78  | 90            | 95     | 211  | 13     | 20                | 214      | 48   |     |
| 11-20                            | 6     | 3      | 4       |                   | 42  | 39            | 36     | 15   | 7      | 7                 |          | 49   | 1   |
| 21-30                            | 5     | 2      | 2       |                   | 16  | 15            | 20     | 5    |        | 6                 |          | 23   | 2   |
| 31-40                            | 3     |        |         | 1                 | 10  | 10            | 7      | 3    | 1      | 6                 |          | 22   | 2   |
| 41-50                            | 4     |        | 1       | 1                 | 9   | 1             | 3      |      | 1      | 7                 |          | 13   |     |
| 51-60                            | 1     |        | 2       |                   | 16  | 5             | 10     | 3    |        | 3                 |          | 8    | 4   |
| 61-70                            |       |        | 1       |                   | 10  |               | 2      |      | 1      |                   |          | 12   |     |
| 71-80                            | 2     |        | 1       |                   | 5   | 2             | 4      |      | 1      | 2                 |          | 6    | 1   |
| 81-90                            | 2     | 1      | 2       | 1                 | 6   | 2             | 3      |      | 1      | 2                 |          | 7    |     |
| 91-100                           |       | 1      |         |                   | 7   | 1             | 1      |      |        | 1                 |          | 3    |     |
| 101-110                          | 1     |        |         |                   | 6   | 2             |        |      |        |                   |          | 1    |     |
| 111-120                          |       |        | 1       |                   | 2   |               | 1      |      |        |                   |          | 2    |     |
| 121-130                          |       |        |         |                   | 5   | 1             |        |      |        |                   |          |      |     |
| 131-140                          |       |        | 2       | 1                 | 7   |               | 1      |      |        |                   |          | 3    |     |
| 141-150                          |       |        | 2       |                   | 5   | 2             |        |      | 1      |                   |          | 2    |     |
| 151-160                          | 1     |        |         |                   |     |               |        |      |        |                   |          | 5    |     |
| 161-170                          |       |        |         |                   | 5   |               |        |      |        |                   |          | 1    |     |
| 171-180                          |       |        |         |                   | 2   | 1             |        |      |        | 2                 |          | 1    |     |
| 181-190                          |       |        |         |                   | 1   |               |        |      | 1      | 1                 |          | 3    |     |
| 191-200                          |       |        |         | 1                 | 1   |               |        |      |        |                   |          |      |     |
| 201-210                          |       |        |         |                   |     | 1             |        |      |        | 1                 |          |      |     |
| 211-220                          |       |        |         |                   | 1   |               | 1      |      |        |                   |          | 1    |     |
| 221-230                          |       |        |         |                   |     |               |        |      |        |                   |          |      |     |
| 231-240                          |       |        |         |                   |     |               |        |      |        |                   |          |      |     |
| 241-250                          |       |        |         |                   |     |               |        |      |        |                   |          |      |     |
| 251-260                          |       |        | 2       |                   | 1   |               |        |      |        |                   |          | 1    |     |
| 261-270                          |       |        | 1       |                   |     | 1             |        |      |        |                   |          |      |     |
| 271-280                          |       |        |         |                   |     |               | 1      |      |        |                   |          |      |     |
| 281-290                          |       |        |         |                   | 1   |               |        |      |        |                   |          |      |     |
| 291-300                          |       |        |         |                   |     |               |        |      |        |                   |          |      |     |
| 301-310                          |       |        |         |                   |     |               |        |      |        |                   |          |      |     |
| 311-320                          |       |        |         |                   |     |               |        |      |        |                   |          | 1    |     |
| 321-330                          |       |        |         |                   |     |               |        |      |        |                   |          |      |     |
| 331-340                          |       |        | 1       |                   |     |               |        |      |        |                   |          |      |     |
| 341-350                          |       |        |         |                   |     |               |        |      |        |                   |          |      |     |
| 351-360                          |       |        | 1       |                   |     |               |        |      |        |                   |          |      |     |
| 361-370                          |       |        |         |                   |     |               |        |      |        |                   |          |      |     |
| 371-380                          |       |        |         |                   |     |               |        |      |        |                   |          |      |     |
| 381-390                          |       |        |         |                   |     |               |        |      |        |                   |          |      |     |
| 391-400                          |       |        |         |                   |     |               |        |      |        |                   |          |      |     |
| 401-410                          |       |        |         |                   |     |               |        |      |        |                   |          |      |     |
| 411-420                          |       |        |         |                   |     |               |        |      |        |                   |          |      |     |

A 2361





**A 2363**

| of Confmt |       |        |         | Contmpt |     | Pre    |        |      |         | Prob.     |          |      |        |
|-----------|-------|--------|---------|---------|-----|--------|--------|------|---------|-----------|----------|------|--------|
| M.C.C.    | Study | Escape | Desold. | of Ct.  | P/S | Sntce. | Snted. | Ent. | Immign. | Par Viol. | Safekor. | Writ | Wkndr. |
| 801-810   |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 811-820   |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 821-830   |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 831-840   |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 841-850   |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 851-860   |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 861-870   |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 871-880   |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 881-890   |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 891-900   |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 901-910   |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 911-920   |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 921-930   |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 931-940   |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 941-950   |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 951-960   |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 961-970   |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 971-980   |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 981-990   |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 991-1000  |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 1001-1010 |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 1011-1020 |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 1021-1030 |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 1031-1040 |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 1041-1050 |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 1051-1060 |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 1061-1070 |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 1071-1080 |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 1081-1090 |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 1091-1100 |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 1101-1110 |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 1111-1120 |       |        |         |         |     |        |        |      |         |           |          |      |        |
| 1120-1130 |       |        |         |         |     |        |        |      |         |           |          |      |        |
| TOTALS    | 44    | 14     | 31      | 8       | 236 | 173    | 185    | 237  | 23      | 55        | 214      | 213  | 9      |

A 2364

RX-000

MAY 18 1966  
DEPARTMENTS OF STATE, JUSTICE, AND COM-  
MERCE, THE JUDICIARY, AND RELATED  
AGENCIES APPROPRIATIONS FOR 1966

*Subcommittee on Justice*  
*Page 331-341*

HEARINGS

BEFORE A

SUBCOMMITTEE OF THE  
COMMITTEE ON APPROPRIATIONS  
HOUSE OF REPRESENTATIVES

EIGHTY-NINTH CONGRESS

FIRST SESSION

SUBCOMMITTEE ON DEPARTMENTS OF STATE, JUSTICE, AND COMMERCE,  
THE JUDICIARY, AND RELATED AGENCIES APPROPRIATIONS

JOHN J. ROONEY, New York, *Chairman*

ROBERT L. F. SIKES, Florida  
JOHN M. SLACK, Jr., West Virginia  
NEAL SMITH, Iowa  
JOHN J. FLINT, Georgia  
CHARLES S. JOHNSON, New Jersey

FRANK T. DOW, Ohio  
GLENARD P. LIPSCOMB, California  
ELFORD A. CEDERBERG, Michigan

JAY M. HOWE, *Staff Assistant to the Subcommittee*

DEPARTMENT OF JUSTICE

Printed for the use of the Committee on Appropriations





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Assistant Attorney

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| paid   | Percentage<br>change |
|--------|----------------------|
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| 69,791 | +30.6                |
| 68,555 | +15.1                |
| 48,371 | -2                   |

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on \$2,500,000?

Mr. BROWN. Yes, sir.

Mr. ROONEY. What about this language change at page 99 of the committee print?

Mr. BROWN. Well, as you will recall, last year we had to come back and ask for an increase in the limitation on experts from \$200,000 to \$325,000. However, the appropriation for this year limits it to \$300,000. The experience so far indicates that will be grossly inadequate. Through January our costs are running about 30 percent ahead of last year. Last year for 7 months we had obligated \$226,500. Through January of this year we have obligated \$294,000, which leaves us practically nothing for the last quarter of the fiscal year. So we are asking that you raise the limitation by \$75,000.

Mr. ROONEY. That is a very substantial increase?

Mr. BROWN. It is, sir.

Mr. ROONEY. And how does that figure \$375,000 compare with the amount used for these purposes the year we had all the noise about it? Were you there then?

Mr. BROWN. I was there but I do not remember what it was. I will say it has gone up steadily over the last 4 or 5 years.

(Discussion off the record.)

Mr. ROONEY. Are there any further questions, gentlemen?

Mr. CEDERBERG. Would you say that amount will go up as the Criminal Justice Act is implemented?

Mr. BROWN. I am afraid so.

Mr. CEDERBERG. That is all I have, Mr. Chairman.

Mr. ROONEY. Thank you, gentlemen. We shall now recess until 10:50 tomorrow morning.

WEDNESDAY, MARCH 3, 1965.

## FEDERAL PRISON SYSTEM

### WITNESSES

MYRL ALEXANDER, DIRECTOR

H. G. MOELLER, ASSISTANT DIRECTOR

WILLIAM E. ZAHLEM, BUDGET OFFICER

Mr. SLACK. The committee will please be in order.

The next item to which we shall direct our attention is entitled "Federal prison system." It is to be found at page 114 of the committee print and the details are to be found under tab 26 of the justifications.

We shall at this point in the record insert pages 26-1 through 26-3. (The pages follow:)

### Summary of requirements

(In thousands)

|                                                  |          |
|--------------------------------------------------|----------|
| All appropriations, 1965:                        |          |
| Salaries and expenses, Bureau of Prisons         | \$51,750 |
| Proposed supplemental due to pay increases       | 1,085    |
| Buildings and facilities, Federal prison system  | 19,202   |
| Support of U.S. prisoners, Federal prison system | 4,900    |
| Total                                            | 76,937   |
| Estimate, 1966                                   | 65,570   |
| Decrease, 1966 compared with 1965                | -14,067  |

This committee, as I know through the years and as I looked over the records, has been very considerate of the Bureau's needs in maintaining our physical plants. They continue to age and major equipment wears out more rapidly than we replace it. I hope the committee will consider favorably our request for an additional \$500,000 to maintain our properties, which are valued at \$250 million, and our major equipment, valued at \$12 million.

**BUILT**

In April we will dedicate Sound. Sometime I hope some of these dedications



The balance of our request will fund certain statutory items occasioned by salary increases. Although we are absorbing a considerable amount of increased salary costs, both for this year and next year, additional money is required to keep employment at a level to maintain custodial security and safety of plant operations.

#### BUILDINGS AND FACILITIES

With regard to the "Buildings and facilities" category, I will not repeat in detail the specific items which are set out in our submission. The largest item is a request for \$1.5 million for "Repairs and improvements" at all institutions. With the support of this committee, a great many repairs have been completed in recent years, but there remains a backlog with new needs accumulating each year. As the committee knows, by and large this work is accomplished with inmate labor and our staff.

One of the most important items in our budget request is the \$5,000,000 to plan a replacement for the Federal Detention Headquarters in New York City. The present facility was converted from an old waterfront garage in 1929 as a temporary measure, and it has continued as a temporary facility up to this time. The Senate Subcommittee on National Penitentiaries has urged the Attorney General to develop a proposal for the early replacement of this institution. The subcommittee has recommended that the design of the new facility make adequate provision for segregation of sentenced and unsentenced prisoners and administrative detainees now held in common quarters.

The courts also are increasingly critical of the inadequacies of services rendered in this complex metropolitan area. We have finally reached the stage where we need to plan a new institution to replace this old waterfront garage.

Quite recently, as the result of discussions with the General Services Administration, it has come to our attention that it may be possible to enter into a joint construction project with another Federal agency. I would like to say now that if this item is approved I will keep the committee advised step by step on the planning with GSA, on potential site selection, and those other aspects of it.

The remainder of the appropriation request will finance a number of major plant modernization and renewal projects. At McNeil Island, for example, we have been directed by the U.S. Public Health Service to discontinue emptying sewage into Puget Sound and we therefore ask \$250,000 for the construction of a sewage treatment and disposal plant there.

We want to continue our schedule of building one new chapel annually and, in 1966, we are asking for funds to construct a new chapel at the Englewood Youth Center. Incidentally, a few weeks ago I attended dedication ceremonies for the new chapel at the El Reno Reformatory. It is a beautiful building. We had dignitaries there from all over the country. It is a great asset and a source of pride and inspiration to the inmates and personnel of the reformatory and to those driving down Route 66.

In April we will dedicate the new chapel at McNeil Island on Puget Sound. Sometime I hope I can get some of you gentlemen to attend some of these dedications. I will keep in touch with you on this.

## SUPPORT OF U.S. PRISONERS

The request for "Support of prisoners" includes an increase of \$150,000. Although there has been a slight decrease in inmate man-days in 1965, there has been a continuing increase in the average daily cost. For example, in 1964 our average daily cost per prisoner in non-Federal institutions was \$8.53. This year it is averaging \$8.66.

Also, \$10,400 of the increase represents projected payments to the St. Elizabeths Hospital here in Washington for the care of an estimated average patient load of 15 psychiatric patients, and appropriation language is included for this purpose at the direction of the Bureau of the Budget.

## FEDERAL PRISON INDUSTRIES

A brief word on Federal Prison Industries. During fiscal 1964 this Corporation sold over \$29 million in goods and services, and earned about \$6.6 million in profits. Out of these earnings a dividend of \$4 million was paid into the Treasury of the United States. Just last Friday the Board of Directors of the Federal Prison Industries, Inc. met here in Washington and they declared another dividend of \$4 million which will be paid into the Treasury this current year. We consider the taxpayers of the United States as stockholders of this Corporation.

## NEW INSTITUTIONS AUTHORIZED

I want to report on the status of the new institutions previously authorized by the Congress. The project for the replacement of the National Training School at Morgantown, W. Va., is making satisfactory progress and is on schedule. We are now checking the detailed architectural drawings and expect to go to bid the end of this month. Our present plans call for the activation of the new school in fiscal year 1968, at which time the present training school property here in Washington, valued at an estimated \$8 million, will be turned over to the General Services Administration for disposal.

In connection with the Morgantown institution, early this fall we brought GSA into our planning and into evaluating our cost estimates. As of now we are confident, on the basis of all assurances I can get, that the appropriation for Morgantown will be adequate.

Unfortunately, as you know, we now require and must submit a request for an additional \$15 million over the funds available for the new psychiatric hospital at Butner, N.C. The detailed justification for this request is found in our submission.

The hospital is urgently needed for the United States, not only to diagnose and treat Federal prisoners with a variety of mental and emotional disorders, but also to accomplish needed research pertaining to causes of these and related problems.

I appreciate, Mr. Chairman, that this deficiency request is unusual for the Bureau of Prisons. I was faced with a situation for which there is no alternative, and I urge your consideration and approval of it.

In conclusion I would like to say we have worked hard on this appropriation request. We think it is progressive. We have care-

fully examined our needs and as mentioned earlier, we intend to to our operations and to make of at our disposal.

Mr. SLACK. It appears as though

Mr. ALEXANDER. I beg your pardon.

Mr. SLACK. It appears to be pretty

Mr. ALEXANDER. You mean so

Mr. SLACK. That is correct.

Mr. ALEXANDER. Yes, sir.

## SALARIES &amp;

## Object of

## Its Purpose

## BUREAU OF PRISONS

Personnel compensation:  
11.1 Permanent pay .....  
11.2 Postpaid other than permanent .....  
11.3 Sick pay .....  
11.4 Other personnel compensation .....

Total personnel compensation .....  
12.0 Personnel services .....  
12.1 Travel and transportation of persons .....  
12.2 Telephone and telegraph .....  
12.3 Postage and mailing .....  
12.4 Rental, maintenance, and utilities .....  
12.5 Printing and reproduction .....  
12.6 Office supplies .....  
12.7 Support of the staff .....  
12.8 Equipment .....  
12.9 Other miscellaneous .....  
12.0 Insurance claims and indemnities .....

Total costs funded .....

94.0 Change to permanent pay .....

Subtotal .....

95.0 Quarters and board for staff .....

Total collection, Bureau of Prisons .....

ALLOCATION TO ESTABLISHMENT OF HEALTH, MENTAL, AND PHYSICAL SERVICES

Personnel compensation:  
11.1 Permanent pay .....  
11.2 Postpaid other than permanent .....  
11.3 Sick pay .....  
11.4 Other personnel compensation .....

Total personnel compensation .....  
12.0 Personnel services .....  
12.1 Travel and transportation of persons .....  
12.2 Telephone and telegraph .....  
12.3 Postage and mailing .....  
12.4 Rental, maintenance, and utilities .....  
12.5 Printing and reproduction .....  
12.6 Office supplies .....  
12.7 Support of the staff .....  
12.8 Equipment .....  
12.9 Other miscellaneous .....  
12.0 Insurance claims and indemnities .....

Total collection, Federal Health Services .....

96.0 Total collections .....



Program and financing

(In thousands of dollars)

|                                                                              | Costs to this appropriation |                  |             |               |               | Analysis of 1966 financing                                       |                                                             |                              | Appropriation required to complete |
|------------------------------------------------------------------------------|-----------------------------|------------------|-------------|---------------|---------------|------------------------------------------------------------------|-------------------------------------------------------------|------------------------------|------------------------------------|
|                                                                              | Total estimate              | To June 30, 1963 | 1964 actual | 1965 estimate | 1966 estimate | Deduct selected resources and unobligated balance, start of year | Add selected resources and unobligated balance, end of year | Appropriation required, 1963 |                                    |
| Program by activities:                                                       |                             |                  |             |               |               |                                                                  |                                                             |                              |                                    |
| 1. Construction:                                                             |                             |                  |             |               |               |                                                                  |                                                             |                              |                                    |
| (a) Maximum security institution, Illinois                                   | 10,000                      | 9,835            | 155         | 10            |               |                                                                  |                                                             |                              |                                    |
| (b) Psychiatric hospital, North Carolina                                     | 15,810                      | 628              | 219         | 14,599        | 343           | 393                                                              | 50                                                          |                              |                                    |
| (c) National Training School, W. Va.                                         | 3,500                       | 135              | 635         | 7,071         | 550           | 650                                                              | 100                                                         |                              |                                    |
| (d) Powerplant, Lee County, Va.                                              | 2,000                       | 2,025            | 8           | 17            |               |                                                                  |                                                             |                              |                                    |
| (e) Powerplant, Chillicothe, Ohio                                            | 1,500                       | 1,080            | 91          | 114           |               |                                                                  |                                                             |                              |                                    |
| (f) Inmate housing, Petersburg, Va.                                          | 700                         | 188              | 1           | 92            |               |                                                                  |                                                             |                              |                                    |
| (g) Women's unit, Federal Island, Calif.                                     | 100                         | 49               | 1           |               |               |                                                                  |                                                             |                              |                                    |
| (h) Chapel, McNich Island, Wash.                                             | 100                         | 23               | 1           |               |               |                                                                  |                                                             |                              |                                    |
| (i) Chapel, Ft. Rucker, Okla.                                                | 140                         | 16               | 1           | 29            |               |                                                                  |                                                             |                              |                                    |
| (j) Activities building, Texas State Penitentiary, Tex.                      | 350                         |                  | 43          | 33            |               |                                                                  |                                                             |                              |                                    |
| (k) Utilities rehabilitation                                                 | 500                         | 29               | 90          | 150           | 127           | 127                                                              |                                                             |                              |                                    |
| (m) Powerplant replacement                                                   | 1,000                       |                  |             | 190           | 50            | 50                                                               |                                                             |                              |                                    |
| (n) Water treatment plant, Chillicothe, Ohio                                 | 1,000                       |                  |             | 900           | 100           | 100                                                              |                                                             |                              |                                    |
| (o) Advance planning, New York                                               | 6,000                       |                  |             | 1,515         | 118           | 105                                                              | 60                                                          |                              |                                    |
| (p) Renewal program, Leavenworth, Kans.                                      | 200                         |                  |             | 300           |               |                                                                  |                                                             |                              |                                    |
| (q) Sewer plant, McNich Island, Wash.                                        | 300                         |                  |             |               | 300           |                                                                  |                                                             |                              |                                    |
| (r) Powerplant component, McLean, Mich.                                      | 100                         |                  |             |               |               |                                                                  |                                                             | 300                          | 4,000                              |
| (s) Chapel, Folsom, Cal.                                                     | 100                         |                  |             |               |               |                                                                  |                                                             | 625                          |                                    |
| (t) Redevelopment program, Alameda, Pa.                                      | 100                         |                  |             |               |               |                                                                  |                                                             | 35                           | 300                                |
| (u) Inmate housing unit, Petersburg, Va.                                     | 200                         |                  |             |               |               |                                                                  |                                                             | 250                          | 10                                 |
| (v) Electric system improvement, Texas State Penitentiary, Tex.              | 150                         |                  |             |               |               |                                                                  |                                                             | 95                           |                                    |
| (w) Surgical facilities, Springfield, Mo.                                    | 150                         |                  |             |               |               |                                                                  |                                                             | 240                          |                                    |
| (x) Hospital renovation, McNich Island, Wash.                                | 150                         |                  |             |               |               |                                                                  |                                                             | 15                           | 100                                |
| Repairs and improvements                                                     | 4,500                       | 637              | 1,373       | 1,029         | 1,500         |                                                                  |                                                             | 250                          |                                    |
| Total program costs                                                          | 54,517                      | 14,760           | 2,962       | 25,638        | 8,117         | 2,357                                                            | 850                                                         | 3,610                        | 4,900                              |
| Unfunded adjustment to program costs: Property transferred in without charge |                             |                  | -13         |               |               |                                                                  |                                                             |                              |                                    |
| Total program costs, funded                                                  |                             |                  | 2,949       | 25,638        | 8,117         |                                                                  |                                                             |                              |                                    |

|                                                 |        |         |        |
|-------------------------------------------------|--------|---------|--------|
| Change in selected resources <sup>1</sup>       | 316    | -111    | -42    |
| 10 Total obligations                            | 3,367  | 25,827  | 6,075  |
| Financing:                                      |        |         |        |
| 21 Unobligated balance available, start of year | -1,937 | -8,215  | -1,501 |
| 24 Unobligated balance available, end of year   | 8,215  | 1,509   | 1      |
| 43 New obligational authority (appropriation)   | 6,025  | 19,502  | 3,610  |
| Relation of obligations to expenditures:        |        |         |        |
| 71 Total obligations (including expenditures)   | 3,367  | 25,827  | 6,075  |
| 72 Obligated balance, start of year             | 1,579  | 1,701   | 19,009 |
| 74 Obligated balance, end of year               | -1,102 | -12,009 | -9,334 |
| 90 Expenditures, total                          | 3,124  | 6,520   | 11,740 |

<sup>1</sup> Selected resources as of June 30 are as follows:

Blacks  
Hispanic Americans

|                    | 1963 | 1964 | 1965 | 1966 |
|--------------------|------|------|------|------|
| Blacks             | 10   | 26   | 22   | 20   |
| Hispanic Americans | 634  | 13   | 852  | 741  |
|                    |      |      |      | 600  |

245

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|                                                                              |        |        |       |        |       |       |     |       |       |
|------------------------------------------------------------------------------|--------|--------|-------|--------|-------|-------|-----|-------|-------|
| (a) A-1 and A-2 program, New York                                            | 6,250  |        |       |        | 350   |       |     |       |       |
| (p) Renewal program, Leavenworth, Kans.                                      | 675    |        |       |        | 675   |       |     |       |       |
| (q) Sewage plant, McNell Island, Wash.                                       | 250    |        |       |        | 315   |       |     |       |       |
| (r) Powerplant equipment, Michigan, Mich.                                    | 250    |        |       |        | 270   | 450   |     |       |       |
| (s) Chapel, Englewood, Colo.                                                 | 155    |        |       |        | 90    | 185   |     |       |       |
| (t) Redevelopment program, Allentown, Pa.                                    | 250    |        |       |        | 240   |       | 240 |       |       |
| (u) Innate hearing unit, Fort Leune, Va.                                     | 185    |        |       |        | 95    | 185   |     |       |       |
| (v) The Leavenworth tower, Leavenworth, Kans.                                | 150    |        |       |        |       |       | 150 |       |       |
| (w) Hospital facilities, Springfield, Mo.                                    | 250    |        |       |        | 200   | 50    |     | 250   |       |
| (x) Hospital renovation, McNell Island, Wash.                                | 155    |        |       |        | 105   | 65    |     | 155   |       |
| Repairs and improvements                                                     | 4,520  | 637    | 1,573 | 1,020  | 1,500 |       |     | 1,500 |       |
| Total program costs                                                          | 50,517 | 14,750 | 2,052 | 25,958 | 5,117 | 2,357 | 650 | 3,610 | 4,990 |
| Unfunded adjustment to program costs: Property transferred in without charge |        |        | -10   |        |       |       |     |       |       |
| Total program costs, funded                                                  |        |        | 2,052 | 25,958 | 5,117 |       |     |       |       |

|                                                 |        |         |        |
|-------------------------------------------------|--------|---------|--------|
| Change in selected resources <sup>1</sup>       | 315    | -111    | -42    |
| 10 Total obligations                            | 3,267  | 25,827  | 5,075  |
| Financing                                       | -1,957 | -8,215  | -1,500 |
| 21 Unobligated balance available, start of year | 8,315  | 1,360   | 125    |
| 24 Unobligated balance available, end of year   | 9,525  | 19,2    | 3,610  |
| 40 New obligational authority (appropriation)   |        |         |        |
| Relation of obligations to expenditures:        |        |         |        |
| 71 Total obligations (affecting expenditures)   | 3,267  | 25,827  | 5,075  |
| 72 Obligated balance, start of year             | 1,559  | 1,702   | 19,000 |
| 74 Obligated balance, end of year               | -1,702 | -10,000 | -9,364 |
| 90 Expenditures                                 | 3,124  | 8,520   | 14,720 |

<sup>1</sup> Selected resources as of June 30 are as follows:

Stores

Unpaid undelivered orders

Total selected resources

|                           | 1963 | 1964 | 1965 | 1966 |
|---------------------------|------|------|------|------|
| Stores                    | 16   | 26   | 20   | 58   |
| Unpaid undelivered orders | 634  | 552  | 741  | 600  |
| Total                     | 650  | 578  | 761  | 658  |

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Mr. SLACK. The next item is entitled "Buildings and facilities" and is to be found at page 123 of the committee print and under tab 26 of the justifications.

We shall at this point in the record insert pages 28-1 through 28-13. (The pages follow:)

*Buildings and facilities, Federal prison system*

(In thousands)

|                                        |          |
|----------------------------------------|----------|
| Appropriation, 1935.....               | \$19,292 |
| Estimate, 1966.....                    | 3,610    |
| Decrease, 1966 compared with 1935..... | -15,682  |

*Buildings and facilities*

*Construction and replacement:*

|                                                           |           |
|-----------------------------------------------------------|-----------|
| 1. Advance planning, New York detention headquarters..... | \$200,000 |
| 2. Renewal program, Leavenworth.....                      | 625,000   |
| 3. Sewage plant, McNeil Island.....                       | 250,000   |
| 4. Powerplant equipment, Milan.....                       | 500,000   |
| 5. Chapel, Englewood.....                                 | 185,000   |
| 6. Redevelopment program, Allenwood.....                  | 240,000   |
| 7. Inmate housing unit, Petersburg.....                   | 185,000   |
| 8. Electrical system improvement, La Tuna.....            | 170,000   |
| 9. Surgical facilities, Springfield.....                  | 250,000   |
| 10. Hospital renovation, McNeil Island.....               | 185,000   |

Subtotal..... 2,970,000

*Other:*

11. Repairs and improvements (various institutions)..... 1,500,000

Subtotal..... 5,360,000

Funds available from previous years..... -870,000

Appropriation requested for 1966..... 2,550,000

Advance planning—Replacement of New York detention headquarters (\$200,000)

1. It is requested to plan a replacement for the Federal detention headquarters in New York City.

The present facility serves the highly populated area as a Federal jail. The structure was originally a waterfront garage located in Manhattan and was converted in 1928 into a jail. Its location is undesirable. The critical problems, however, are condition of the physical plant, overcrowding because of increased use by the courts, and lack of facilities for separating witnesses from prisoners.

The Senate Subcommittee on National Penitentiaries points out: "The Federal detention headquarters in New York City is grossly inadequate for its purpose. The subcommittee requests that the Attorney General develop a proposal for the early replacement of this facility. It also requests that the design of the new facility reflect the need for segregating the sentenced, untried, and administrative detainees now held in common quarters at the New York headquarters" (Report No. 928, Senate Committee on the Judiciary, Feb. 28, 1961).

It is proposed to construct a replacement institution in New York City where it will be accessible to the courts, hopefully on a site which is already owned by the Federal Government. The new detention center will be designed to accommodate about 100 prisoners and detainees at an estimated cost of \$5,000,000, exclusive of site. If approved, the present location can be sold eventually without undue difficulty.

The request for \$200,000 is to select a site and to prepare preliminary designs and architectural drawings.

*Renewal program, Leavenworth (\$625,000)*

The fund request contemplates a comprehensive plan to modernize certain aging facilities at Leavenworth, Kans.

The penitentiary was first occupied in 1902. Since that time, of course, many program changes and expansions have taken place. The institutional personnel

are now becoming increasingly costly due to obsolescence and age.

In order to more accurately estimate the cost of the program, Black & Veatch, in Kansas City, makes it apparent that a realistic estimate of the institution is to function as a heating, steam, and electric system, refrigeration, lighting fixtures, and

The financial plan for 1966 includes Veatch's priority recommendations for more phases, appropriately placed. Cost estimate is surveyed as follows:

|                                 |  |
|---------------------------------|--|
| Black & Veatch's estimate.....  |  |
| 2-year timeline, 7 percent..... |  |
| Fees, 10 percent.....           |  |
| Contingency, 5 percent.....     |  |

*Total:*

1st phase requested in 1966.....

*Sewage plant, McNeil Island (\$250,000)*

The request is to construct a sewage plant on McNeil Island, Wash. The penitentiary since its occupancy in 1907 has a current in adjacent areas at the partially treated sewage into the sewage disposal practices and the Health Service to discontinue the pollution campaign being conducted. The importance of proper measures.

The institution has obtained the Public Health Service and disposal plant can be constructed to the following:

1. Main institution:

- (a) Separate storm and sewage lines
- (b) Activated sludge process for sludge handling

2. Farm:

- (a) Piggy pond
- (b) Waste stabilization pond

3. Housing area: (a) Waste stabilization pond

4. Irrigation facilities:

- (a) Main institution
- (b) Farm ponds
- (c) Housing area ponds

5. Outfalls and chlorinators (2)

*Subtotal:*

Engineering and field supervision

Contingency.....

*Total:*

*Powerplant equipment, Milan (\$500,000)*

The financial plan for fiscal year 1966 includes the powerplant equipment at Milan, Mich. The Detroit area. Most of the construction.

In addition to obsolescence and modern needs of the institution as to possible plant breakdown, plant maintenance expectancy, etc. The project is included in the plan for 1966.

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*Budget Office - Mr. D.*

DEPARTMENTS OF STATE, JUSTICE, AND COMMERCE,  
THE JUDICIARY, AND RELATED AGENCIES  
APPROPRIATIONS FOR 1971

*Gen. Friedman*  
*Budget Office - Mr. D.*  
**HEARINGS**

Page 1006  
FPI 1094

BEFORE A  
SUBCOMMITTEE OF THE  
COMMITTEE ON APPROPRIATIONS  
HOUSE OF REPRESENTATIVES  
NINETY-FIRST CONGRESS  
SECOND SESSION

SUBCOMMITTEE ON DEPARTMENTS OF STATE, JUSTICE, AND COMMERCE,  
THE JUDICIARY, AND RELATED AGENCIES

JOHN J. ROONEY, New York, *Chairman*

ROBERT L. F. SIKES, Florida  
JOHN M. SLACK, West Virginia  
NEAL SMITH, Iowa  
JOHN J. FLYNT, Jr., Georgia

FRANK T. BOW, Ohio  
ELFORD A. CEDERBERG, Michigan  
MARK ANDREWS, North Dakota

JAY B. HOWE and DEMPSEY B. MIZELLE, *Staff Assistants*

PART 1  
THE JUDICIARY  
DEPARTMENT OF JUSTICE



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Budget Office



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Mr. ROONEY. There being no further questions, that will conclude the hearings, gentlemen.

Mr. INGERSOLL. Thank you, Mr. Chairman.

Mr. ROONEY. We shall now recess until 10:30 tomorrow morning at which time we shall take up the Federal Prisons System.

WEDNESDAY MARCH 11, 1970.

## FEDERAL PRISON SYSTEM

### WITNESSES

H. G. MOELLER, ACTING DIRECTOR, BUREAU OF PRISONS, ACTING COMMISSIONER, FEDERAL PRISON INDUSTRIES, INC.

HAROLD W. HELMAN, ACTING DEPUTY DIRECTOR, ADMINISTRATIVE SERVICES DIVISION

PAUL PLEIN, BUDGET OFFICER

LEO M. PELLERZI, ASSISTANT ATTORNEY GENERAL FOR ADMINISTRATION

JOHN J. KAMINSKI, DIRECTOR, OFFICE OF BUDGET AND ACCOUNTS

WILLIAM D. VAN STAVOREN, DEPUTY DIRECTOR, OFFICE OF BUDGET AND ACCOUNTS

Mr. ROONEY. The committee will please come to order.

Gentlemen, we shall this morning direct our attention to the items for the Federal Prison System, which begin at page 118 of the committee print.

The justifications in regard thereto are to be found in volume 2 of the justification books beginning at page 2, which page, together with pages 3 through 6, we shall insert at this point in the record.

(Pages referred to follow:)

### FEDERAL PRISON SYSTEM

#### Purpose Statement

The Bureau of Prisons was created by the Act of May 16, 1930. The Director of the Bureau of Prisons is responsible for the maintenance and operation of all federal penal institutions, the construction of new prisons and facilities, and for the management and confinement of all federal prisoners. The Director also supervises the functions of Federal Prison Industries, Incorporated, which is a wholly owned Government corporation.

Over 20,000 offenders are confined in federal institutions. This population is distributed in a complex of penitentiaries, reformatory, correctional institutions, camps, detention centers and community centers. The location of these is shown by the map

\$200,000 is requested for program evaluation to enable us to purchase the services needed to continue the development of a comprehensive system of information on the characteristics of the prison population. We need such information as the kinds of programs in which they have participated and the eventual outcome of our efforts when the offender has returned to the community, for the ultimate objective is to enable us to better inform ourselves, the Congress and the public of the effectiveness of our efforts.

\$176,000 is requested for training of new personnel to assure that 700 new employees hired each year will be better prepared to assume their duties as probationary employees.

#### BUILDINGS AND FACILITIES

The construction and repair program projected for fiscal year 1971 totals \$27,350,000.

The largest single item is \$15 million to construct a multipurpose metropolitan correctional facility in New York City. The inadequacies of our present detention facilities in New York are well-known to this committee; its support of a few years ago, when it approved planning funds for this project, is now solicited again so that this badly needed facility can be built.

We are requesting funds for site acquisition, planning and design of a women's institution in the West, \$2,055,000; a complex of west coast facilities for youth, \$2,055,000; and two multiprogram metropolitan centers, \$1,750,000.

Mr. ROONEY. What are those institutions to cost? This is money only for site acquisition, planning and design, is it not?

Mr. MOELLER. Yes, sir.

Mr. ROONEY. How much are we talking about here?

Mr. MOELLER. For the construction, in addition to the \$2,055,000 for the west coast institution, we would project an additional cost of \$19,945,000 to complete construction. For the women's institution the projected cost in addition to planning and site acquisition would be \$14,945,000.

The total additional cost for all of the facilities for which we are requesting funds would be \$74,290,000.

Mr. ROONEY. Go ahead.

Mr. MOELLER. Planning and Design funds are requested for two facilities: First, \$550,000 is requested to plan and design the Medical Center for our site at Butner, N.C. The need for better diagnosis and treatment of the violent and disturbed offenders grows daily, yet we have still to create a situation in which intensive and extensive studies of this serious problem can be pursued. Second, a like amount is requested for planning and designing the metropolitan center in Chicago. A separate site will not be needed, as GSA has agreed to share a proposed parking garage site for this purpose.

The balance of the funds for the construction program are distributed among 10 line items for improving existing facilities: replacing heating, communication and sewage systems; in addition \$2 million is requested for minor repair and improvement projects. The need for additional funds for these latter projects is the inevitable consequence of operating and maintaining an aging physical plant with a replacement value of over half-a-billion dollars.

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5. Renovation and replacement of other utilities and systems ..... \$595 thousand

Included in this category for 1971 is renovation of a heating, ventilating and cooling system at Springfield and replacement of telephone switchboards at Springfield and Terre Haute. The last item of this nature was a project for replacement of the water system at Seagoville for which \$250,000 was provided in the 1968 authorization.

At Springfield, the major security complex housing 280 inmates will be modernized by providing a single, central system to heat, ventilate and cool. The present heating system is a part of original equipment installed in 1933. The cost of the new installation is estimated to be \$400,000. The cost is derived as follows:

|                                    |                  |
|------------------------------------|------------------|
| Engineering & Design .....         | \$ 16,500        |
| Mechanical: Material & Labor ..... | 359,000          |
| Electrical: Material & Labor ..... | 24,500           |
| <b>Total .....</b>                 | <b>\$400,000</b> |

The switchboards at Springfield and Terre Haute have been in operation for periods of time in excess of industrial standards. Outages necessitating emergency repairs are experienced frequently, and telephone service demands have exceeded the line capacities of the switchboards. The existing system at Springfield was installed in 1933 and has a capacity of 200 lines; the proposed new switchboard will have 300. The system at Terre Haute was installed in 1940, has a capacity of 200 lines and will be replaced by one with 300 lines. The cost of replacement at the two institutions will total \$195,000. The cost estimate is derived as follows:

|             | <u>Switchboard<br/>Cost</u> | <u>Switchboard<br/>Installation</u> | <u>Outplant<br/>Materials</u> | <u>Outplant<br/>Installation</u> | <u>Total</u> |
|-------------|-----------------------------|-------------------------------------|-------------------------------|----------------------------------|--------------|
| Springfield | \$45,000                    | \$6,000                             | 23,000                        | 26,000                           | \$100,000    |
| Terre Haute | \$45,000                    | \$6,000                             | 20,000                        | 24,000                           | \$95,000     |

6. Replacement, New York Detention Headquarters ..... \$15,000 thousand

The New York Detention Headquarters was opened in 1928; it was acquired as a warehouse and converted to a jail. It has always been inadequate and unsatisfactory from virtually every standpoint. Currently there are some 285 prisoners confined there under conditions far below the accepted standards of any other federal facility.

The Bureau of Prisons now proposes to construct a new facility which will not only provide detention facilities, but also provide a wide range of other correctional services. Planning funds in the amount of \$300,000 were provided in the 1966 appropriation in order to initiate the project but until a few months ago persistent efforts to acquire a site were unsuccessful. Now negotiations are underway for a specific site and construction could be started in 1971.

The new facility, to be designated the New York City Metropolitan Correctional Center, has been planned as a multi-purpose complex wherein full correctional services will be provided to better serve the community and the courts. The basic design considerations and related center components are described in the following paragraphs.

-- Provisions for detention of people who are awaiting trial, and for those serving short-term sentences are now inadequate. Serious crowding needs elimination and more adequate services need to be provided. These kinds of shortcomings were specifically cited in the report on detention facilities throughout the nation, prepared by the President's Commission on Law Enforcement and the Administration of Justice. The proposed center is intended to provide a new model for the organization and housing of local correctional and detention services.

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|             | Cost     | Installation | Operating | Maintenance | Total     |
|-------------|----------|--------------|-----------|-------------|-----------|
| Springfield | \$45,000 | \$6,000      | 23,000    | 26,000      | \$100,000 |
| Terre Haute | \$45,000 | \$6,000      | 20,000    | 24,000      | \$ 95,000 |

6. Replacement, New York Detention Headquarters ..... \$15,200 thousand

The New York Detention Headquarters was opened in 1928; it was acquired as a warehouse and converted to a jail. It has always been inadequate and unsatisfactory from virtually every standpoint. Currently there are about 2,000 prisoners confined there under conditions far below the accepted standards of any other federal facility.

The Bureau of Prisons now proposes to construct a new facility which will not only provide detention facilities, but also provide a wide range of other correctional services. Planning funds in the amount of \$300,000 were provided in the 1966 appropriation in order to initiate the project but until a few months ago persistent efforts to acquire a site were unsuccessful. Now negotiations are underway for a specific site and construction could be started in 1971.

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Detention Facility

- . Includes housing for pre-sentenced and short-term sentenced offenders. Youth will be separately housed from the adults in both male and female sections. Capacity: Male 320; Female 30.
- . Multi-purpose activity space for chapel services, library and group therapy activities.
- . Multi-purpose indoor recreation facilities for exercise and movies.
- . Outdoor recreation
- . Program space for educational, vocational training or correctional therapy activities.
- . Infirmary for general examination and treatment, including an 11-bed in-patient nursing and dental clinic. Major diagnostic and surgical work will be contracted for outside the Center, making use of resources already available in the community.
- . Food service will be provided in a central dining cafeteria, serving all men except those whose security requirements necessitate eating in, or near, their quarters. Women will be served in separate dining facilities, although all food will be centrally prepared.
- . Normal administrative and service functions, including casework services and visiting facilities.

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Diagnosis      Center

- In addition, the facility will include a Community Treatment Center. This program will provide pre-release services to offenders returning from institutions, as well as correctional services for parolees and probationers if Congress provides authority by legislation already introduced. (H.R. 807, H.R. 2175 and S. 3261).

- Casework services for both residents and "out-patient" cases.
- Resident living facilities for 40.

7. Medical Facility, Butner, North Carolina.....\$550 thousand

For years, this project has been under discussion. The merits of the concept of a center for medical treatment and behavioral research of the violent, the dangerous and the difficult offender and for related activities and experimentation have been reinforced by the Crime Commission and most recently by this Administration. While the needs may be evident, the problems in the initial planning and excessive cost proposals in excess of fund availability resulted in a failure to move on the project.

8. Chicago Correctional Center.....\$550 thousand

There remains a critical need for a federal facility in Chicago. Available local institutions for pre-trial detention of federal prisoners are chronically crowded and for the most part are not equipped to provide adequate services. In addition to the need for much better facilities for pre-trial defendants, there is a continuing need for facilities for the detention of persons awaiting deportation by the U. S. Immigration and Naturalization Service.

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FEDERAL PRISON SYSTEM

WASHINGTON, D.C. 20534



## Policy Statement

SUBJECT: INMATE DISCIPLINE

NUMBER  
7400.5D

DATE  
7-7-75

1. PURPOSE. This statement of policy is to assure that inmate discipline and control are fully consonant with the correctional objectives of the institution, the focus being on (a) individual inmate adjustment to the program, behavior standards, and limitations necessarily imposed by the administration; (b) the general welfare and safety of the institutional community; and, (c) the incorporation of due process standards for inmate disciplinary hearings as prescribed by the Supreme Court in Wolff v. McDonnell, 418 U.S. 528, 94 S.Ct. 2963, 41 L.Ed 2d 935 (1974).

2. DIRECTIVES AFFECTED. Policy Statements 7400.5C and 7400.6A are superseded.

3. POLICY. It is the policy of the Federal Bureau of Prisons to maintain an institutional climate in all of its facilities so that every inmate may complete his term of confinement with a minimum of corrosive effect and a maximum gain in his ability to more adequately maintain a successful community adjustment following release. In order that the majority of inmates might live in a safe and orderly environment, it is necessary that those individuals whose behavior is in noncompliance with institution rules be brought to the attention of the appropriate authorities.

Disciplinary action is but one factor in correctional treatment and control. There are other individualized correctional programs and goals that shall be given consideration by the administration. The objective of this approach is the future voluntary acceptance of institution regulations which are required for the general welfare of the institution community and serve as an aid to law-abiding behavior following release.

4. ACTION. A single Institution Discipline Committee will be established in each Bureau of Prisons Institution. In the event of a serious disturbance or other emergency, or if an offense is committed in the presence of the Committee, the Chief Executive Officer may establish more than one Institution Discipline Committee with approval of the appropriate Regional Director. The Committee will be composed of at least three (3) members, of whom two (2) will be of department head level or above; the Chairman will be of the level of department head or above. \*\*This requirement as to the level of members will not apply to Community Treatment Centers or Camps.

\*\* Exceptions to this procedure for Community Treatment Centers are noted in paragraph 13 of this Policy Statement.



- \* The Chief Executive Officer of each institution will delegate to the Institution Discipline Committee the authority to order an inmate placed or retained in disciplinary segregation, to order the withholding or forfeiture of good time, to order an inmate transferred for disciplinary reasons, and to make recommendations to the U. S. Board of Parole for rescission or retardation of parole grants. The Board, however, may request the Institution Discipline Committee to hold a fact finding hearing in any case whenever the Board deems it necessary to determine whether a parole grant is to be rescinded or retarded. In such cases (4208(b), 4252, 5010(e), 5037(c)) any report of disciplinary action to the sentencing judge must be preceded by a hearing in accordance with paragraph 9 of this policy statement. The authority to impose sanctions other than disciplinary segregation, withholding or forfeiture of good time, transfer for disciplinary reasons, and to make recommendations to the U. S. Board of Parole for rescission or retardation of parole grants, will be lodged in such person or persons as the Chief Executive Officer may direct. Where the institution has a unit management system, the authority to impose these lesser sanctions will be delegated to staff members in the inmate's unit.

Each institution having the need for facilities to house inmates separate from the general population will establish special housing units consisting of two types: Administrative Detention and Disciplinary Segregation.

An inmate may be placed in Administrative Detention when his attitude and conduct indicate that his continued presence in the general population poses a serious threat to life, property, himself, staff, other inmates or to the security of the institution, and when the inmate:

- (a) Is pending a hearing for a violation of institution rules or regulations;
- (b) Is pending an investigation of a violation of institution rules or regulations;
- (c) Is pending investigation or trial for a criminal act;
- \* (d) Requests admission to Administrative Detention for his own protection or the staff determines that admission to or continuation in Administrative Detention is necessary for the inmate's own protection;
- \* (e) Is pending transfer or is in holdover status during transfer; or
- (f) Is pending classification.

An inmate may be placed in disciplinary segregation when his continued presence in the general population poses a serious threat to himself, staff, or other inmates or to the security of the institution and when the Institution Discipline Committee directs following a hearing conducted in accordance with the limited due process requirements as outlined in paragraph 9 of this policy statement in which the inmate has been found to have committed a serious

5. GENERAL PRINCIPLES. The following general principles shall be applicable in every disciplinary action taken:

- (a) Disciplinary action shall be taken at such times and in such measures and degree as is necessary to regulate an inmate's behavior within acceptable limits;
- (b) Inmate behavior shall be controlled in a completely impartial and consistent manner;
- (c) Disciplinary action shall not be capricious, retaliatory, or for the purpose of revenge;
- (d) Corporal punishment of any kind is strictly prohibited; and
- (e) Accurate, detailed reports of disciplinary actions shall be maintained in accordance with the requirements of this policy statement.

6. INFORMATION TO INMATES. Each inmate is to be advised in writing at the time of arrival at an institution of:

- (a) His rights and responsibilities;
- (b) Acts prohibited in the institution;
- (c) The types of disciplinary action which may be taken; and
- (d) The disciplinary system within the institution.

This information will be provided in booklet or pamphlet form as part of the admission orientation program. A signed receipt will be obtained from each inmate acknowledging that he has received a copy of the booklet or pamphlet.

(e) Rights and Responsibilities

RIGHTS

- 1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.
- 2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
- 3. You have the right to freedom of religious affiliation, and voluntary religious worship.

RESPONSIBILITIES

- 1. You have the responsibility to treat others, both employees and inmates, in the same manner.
- 2. You have the responsibility to know and abide by them.
- 3. You have the responsibility to recognize and respect the rights of others in this regard.



4. You have the right to health care which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.
5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with the facility rules and schedules. You also have a right to uncensored and uninspected outgoing correspondence with members of the news media through the Prisoners' Mail Box System. Letters forwarded to the news media through PMB are subject to the regulations of that System.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and to conditions of your imprisonment).
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
9. You have the right to a wide range of reading material for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the publishers.
4. It is your responsibility to not waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits, to not accept or pass contraband, and to not violate the law through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.
8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the material.
9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.

- 10 You have the right to participate in education, vocational training, and employment as far as resources are available, and in keeping with your interests, needs, and abilities.
10. You have the responsibility to take advantage of activities which may help you live a successful and law abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.

(f) Prohibited Acts in Federal Penal and Correctional Institutions

- 001 Killing
- 002 Assaulting any person
- 003 Fighting with another person
- 004 Threatening another with bodily harm, or with any offense against his person or his property
- 005 Extortion, blackmail, protection: demanding or receiving money or any thing of value in return for protection against others, to avoid bodily harm, or under threat of informing
- 051 Engaging in sexual acts with others
- 052 Making sexual proposals or threats to another
- 053 Indecent exposure
- 101 Escape
- 102 Attempting or planning escape
- 103 Wearing a disguise or mask
- 151 Setting a fire
- 152 Destroying, altering, or damaging government property, or the property of another person
- 153 Stealing (theft)
- 154 Tampering with or blocking any locking device
- 155 Adulteration of any food or drink
- 201 Possession or introduction of an explosive or any ammunition
- 202 Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife, or unauthorized tool
- 203 Possession, introduction, or use of any narcotics, narcotic paraphernalia, drugs, or intoxicants not prescribed for the individual by the medical staff
- 204 Misuse of authorized medication
- 205 Possession of money or currency, unless specifically authorized
- 206 Possession of property belonging to another person
- 207 Loaning of property or anything of value for profit or increased return
- 208 Possession of any thing not authorized for retention or receipt by the inmate, and not issued to him through regular institutional channels
- 209 Possessing any officer's or staff clothing



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- 210 Possessing unauthorized clothing
- 211 Mutilating or altering clothing issued by the government
- 251 Rioting
- 252 Encouraging others to riot
- 253 Engaging in, or encouraging, a group demonstration
- 254 Refusing to work, or to accept a program assignment
- 255 Encouraging others to refuse to work or participate in work stoppage
- 256 Refusing to obey an order of any staff member
- 257 Violating a condition of furlough
- 301 Unexcused absence from work, or any assignment
- 302 Malingering, feigning an illness
- 303 Failing to perform work as instructed by a supervisor
- 304 Insolence towards a staff member
- 305 Lying or providing a false statement to a staff member
- 306 Conduct which disrupts or interferes with the security or orderly running of the institution
- 351 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper
- 401 Participating in an unauthorized meeting or gathering
- 402 Being in an unauthorized area
- 451 Failure to follow safety or sanitation regulations
- 452 Using any equipment or machinery which is not specifically authorized
- 453 Using any equipment or machinery contrary to instructions or posted safety standards
- 501 Failing to stand count
- 502 Interfering with the taking of count
- 551 Making intoxicants
- 552 Being intoxicated
- 553 Smoking where prohibited
- 554 Using abusive or obscene language
- 601 Gambling
- 602 Preparing or conducting a gambling pool
- 603 Possession of gambling paraphernalia
- 651 Being unsanitary or untidy: failing to keep one's person and one's quarters in accordance with posted standards
- 652 Tattooing or self-mutilation
- 701 Unauthorized use of mail or telephone
- 702 Unauthorized contacts with the public
- 703 Correspondence or conduct with a visitor in violation of posted regulations

- .51 Giving or offering any official or staff member a bribe, or any thing of value
- 752 Giving money or any thing of value to, or accepting money or any thing of value from; another inmate, a member of his family, or his friend
- 801 Attempting to commit any of the above offenses, aiding another person to commit any of the above offenses, and making plans to commit any of the above offenses shall be considered the same as a commission of the offense itself

7. INCIDENT REPORT AND INVESTIGATION.

- (a) Incident Report: Informal resolution of incidents involving violations of institution rules or regulations is encouraged. However, where an employee witnesses or has a reasonable belief that a violation of institution rules or regulations has been committed by an inmate, and where the employee deems that informal resolution of the incident is unwarranted, the employee shall prepare an incident report and forward it to the appropriate correctional supervisor. The appropriate correctional supervisor may informally dispose of the incident report or forward the incident report for further disposition consistent with this policy statement.

The reporting employee should complete Part 1 of the incident report immediately. The incident is to be one of the Prohibited Acts listed in paragraph 6(F) of this policy statement. The entire language of the Prohibited Act(s) does not have to be copied. Only the relevant portion need be used. For example, "Destroying Government Property, Code No. 152", "Possessing narcotics, Code No. 801" would be acceptable listings for appropriate charges.

The description of the incident should contain the details of the activity which is being reported. All facts about the incident which are known by the employee should be recorded. If there is anything unusual about the inmate's behavior, this should be noted. The reporting employee should also list any staff or inmate witnesses to the incident, and the disposition of any physical evidence (weapons, property, and etc.) which the employee may have personally handled. The reporting employee will sign the report and indicate his title in the appropriate blocks. The incident report should then be forwarded to the appropriate correctional supervisor for disposition.



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- (b) Investigation: The investigation should be conducted within 24 hours of appointment of the investigator, unless circumstances beyond the control of the investigator intervene. The investigating officer should ordinarily be an employee of supervisory level and may not be the employee reporting the particular incident in question. Where it appears likely that the incident may be the subject of a criminal prosecution, investigation should be suspended and the inmate should not be questioned until the FBI interviews have been completed. (See Policy Statement 2200.1.)

Ordinarily, an inmate will be given a copy of the incident report by the investigating officer at the beginning of the investigation. If the investigation is delayed for any reason, any employee may deliver the charges to the inmate. The date and time the inmate receives a copy of the Incident Report will be noted. This should be done within eight (8) hours from the time the investigator received his assignment, unless there are exceptional circumstances which prevent it. The investigator should also read the charges to the inmate and obtain his statement concerning the incident, except as provided above. Comment about the inmate's attitude may be included here.

The investigator should then thoroughly investigate the incident. He should talk to witnesses, and summarize their statements. The disposition of evidence should be recorded. Often, he will want to talk to the reporting employee to obtain his report first hand and to clarify any questions the investigator may have. All steps and actions taken should be recorded on the incident report.

Under Comments and Conclusions, the investigator may include his comments on the inmate's prior record and behavior, his analysis of any conflicts between witnesses, and his conclusions of what in fact happened. The inmate does not receive a copy of the investigation. However, should the case ultimately be forwarded to the Institution Discipline Committee, the investigation should be given to the inmate's staff representative for use in presentation on the inmate's behalf.

8. MINOR DISPOSITIONS. The Chief Executive Officer of each institution shall delegate to such persons he selects the authority to impose minor dispositions and sanctions for violations of institution rules or regulations. Where the institution has a unit management system, the authority to impose minor dispositions and sanctions shall be delegated to staff members of an inmate's unit. Minor dispositions and sanctions are those actions imposed for violation of institution rules or regulations other than segregation, withholding or forfeiture of good time, transfer for disciplinary reasons, or recommendations to the U.S. Board of Parole for rescission or retardation of parole grants. While the process by which minor dispositions are imposed is left to the discretion of the Chief Executive Officer of each institution, the following minimum standards will apply throughout the Bureau of Prisons:

- (a) Each inmate charged with violating an institution rule or regulation shall be given a written copy of the charge or charges against him within 24 hours of the infraction.
- \* (b) Each inmate so charged will be entitled to a hearing before someone other than the reporting or investigating officer, held within 48 hours (excluding weekends and holidays) of the incident to consider the charge brought against him.
- (c) The inmate will be entitled to be present at the hearing except during deliberations of the decision maker and where institutional security would be jeopardized. The reasons for excluding an inmate from the hearing must be well documented in the record.
- (d) The inmate will be afforded the opportunity to make a statement and to present documentary evidence in his own behalf.
- (e) The inmate will be given a written copy of the decision and disposition. Review of any action taken as a minor disposition will be pursuant to the Administrative Emergency Procedure, Policy Statement 2001.6A.
- (f) Where an alleged violation of institution rules or regulations warrants consideration for other than minor sanction, the charge may be referred to the Institution Discipline Committee for hearing and disposition. Copies of all relevant documents should be forwarded to the Chairman of the Institution Discipline Committee with a brief statement of reasons for the referral along with any recommendations for appropriate disposition should the inmate be found to have committed the act charged. The inmate whose charge is being referred to the Institution Discipline Committee may be retained in Administrative Detention or other restricted status, but should have no final disposition imposed if the matter is referred to the Institution Discipline Committee.
- (g) When charges are to be referred to the Institution Discipline Committee, the inmate shall be advised of the rights afforded at a hearing before the Institution Discipline Committee. He shall be asked to indicate his choice of staff representative and the names of any witnesses he wishes to be called to testify on his behalf at the hearing. (A sample form that may be used for this purpose is attached to this policy statement.)
- (h) Where the person or persons delegated the authority to impose minor dispositions determines that the inmate is innocent of committing any prohibited act, the inmate's file shall be exonerated of the incident report lodged against him.
- \* (i) Time limits imposed in this section may be extended for good cause.



INSTITUTION DISCIPLINE COMMITTEE.

- (a) Composition: The Chief Executive Officer may appoint as many members to the Institution Discipline Committee as he deems appropriate. No fewer than three members, including the Chairman, must be present at any hearing to constitute a quorum. The Chairman and no less than one member present at the hearing will be of the department head level or higher. The third member of the Committee need not be of department head level. For the purpose of this section, "department head" includes acting department head. This requirement as to the level of staff members and Chairman will not apply to Community Treatment Centers or Camps. In order to insure impartiality, a staff member may not sit as a member of the Institution Discipline Committee if he reported or investigated the incident of rules infraction being considered. Ordinarily a staff member witnessing an incident under consideration should not sit as a member of the Institution Discipline Committee. However, a staff member witnessing an incident may sit as a member of the Institution Discipline Committee where the incident is so widely witnessed that virtually every staff member has witnessed it in whole or part. Likewise, a staff member may not sit as a member of the Institution Discipline Committee if he played any significant part in having the charges referred to the Institution Discipline Committee for consideration. The Chief Executive Officer should appoint members to this Committee who are broadly representative of the primary areas of institutional administration and who are fully knowledgeable of the requirements of this policy statement and of the functions of Inmate Discipline.
- (b) Functions: The Institution Discipline Committee shall conduct hearings, make findings, and may impose appropriate sanctions on incidents of inmate misconduct referred to it for disposition following a hearing as required by paragraph 8 of this policy statement before the unit or team discipline committee or other persons delegated the authority to impose minor dispositions in accordance with the due process standards as listed below. The Institution Discipline Committee may not hear any case or impose any sanctions (except as provided in paragraph 9 (d)(4), continuing offenses) not heard and referred by the unit or team discipline committee or other persons delegated the authority to impose minor dispositions. Findings of the Committee that an inmate has committed a prohibited act must be based upon a substantial factual basis; i.e. based on sufficient evidence from which it can be concluded that the particular individual committed the prohibited act charged. While this Committee may impose any lesser sanctions available, only this Committee will have the authority to order: (1) an inmate placed in disciplinary segregation, (2) an inmate's good time withheld or forfeited, (3) an inmate transferred to another institution for disciplinary reasons, or (4) to recommend to the U. S. Board of Parole that an inmate's parole grant be retarded or rescinded. This Committee will also conduct reviews of inmates placed in disciplinary segregation in accordance with requirements listed below.

- (c) Procedural Requirements: An inmate may not be placed in disciplinary segregation, have his good time withheld or forfeited, be transferred to another institution for disciplinary reasons, or
- \* have the Bureau recommend retardation or rescission of a parole grant unless there has been a fact-finding hearing before the Institution Discipline Committee in which the following procedures have been satisfied:
- (1) An inmate will be given advance written notice of the charge(s) against him no less than 24 hours before his appearance before the Institution Discipline Committee. An inmate may waive in writing this 24 hour notice requirement.
  - (2) An inmate will be provided the service of a full-time staff member to represent him at the hearing before the Institution Discipline Committee should he so desire. The staff representative will be available to assist the inmate if he desires by speaking to witnesses and by presenting favorable evidence to the Committee on the merits of the charges. The staff representative will also assist in presenting evidence in extenuation or mitigation of the charges. The Chairman shall arrange for the presence of a selected staff representative. If the staff member selected declines or is unavailable because of absence from the institution, the inmate should be given the options of selecting another representative, or in the case of an absent staff member, of waiting a reasonable period for his return, or continuing the hearing without a staff representative. Where an inmate who is illiterate requests a staff representative or where an inmate facing complex charges requests a staff representation, but staff members decline this role, the Chief Executive Officer shall appoint a staff representative to assist such inmate. A staff representative should be given adequate time to speak with the inmate and interview requested witnesses where appropriate. While it is expected that a staff member will have had ample time to prepare prior to the hearing, delays in the hearing to allow for adequate preparation may be ordered by the Chairman of the Institution Discipline Committee.
  - (3) An inmate will be permitted to have witnesses called and to present documents in his behalf, provided the calling of witnesses or the disclosure of documentary evidence would not jeopardize or threaten institutional security. The Chairman will call those witnesses he deems reasonably available and necessary for an appreciation of the circumstances surrounding the charge. Repetitive witnesses need not be called. Unavailable witnesses may be asked to submit written statements. Reasons for declining to call requested witnesses will be documented in the Committee's report. Witnesses requested by the inmate who are called



should be questioned by his staff representative or where staff representation has been waived, by members of the Committee. Inmates who have waived the services of a staff representative may submit questions for requested witnesses in writing to the Committee.

- (4) The Institution Discipline Committee will prepare a record of its proceedings which need not be verbatim. This record must be sufficient to document the advisement of inmate rights, the Committee's findings, the Committee's decision, the specific evidence relied on by the Committee, and a brief statement of the reasons for the sanctions imposed. The evidence relied upon for the decision and the reasons for the actions taken should be set out in specific terms unless doing so would jeopardize institutional security. (A sample form that may be used to advise an inmate of his rights at an Institution Discipline Committee hearing is attached to this policy statement.)
- (5) An inmate will be permitted to be present throughout the Institution Discipline Committee hearing except during deliberations of the Committee and except where institutional security would be jeopardized. The reasons for excluding an inmate from the hearing must be well documented in the record. A hearing may be conducted in the absence of an inmate where the inmate refuses to appear and he can not be brought to the hearing without the use of force. When an inmate escapes from custody, the Institution Discipline Committee will conduct a hearing in the inmate's absence at the institution from which the escape occurred. When an inmate who has had sanctions imposed (such as loss of good time) while absent from custody, returns to custody, he will be advised of his right to have the escape charge brought before the Institution Discipline Committee at the institution where he returned to custody. All the procedural requirements of Institution Discipline Committee hearings will apply to this rehearing except written statements of witnesses not readily available may be liberally used instead of live witnesses. The Institution Discipline Committee, upon rehearing, may dismiss the charge, or may modify but may not increase the sanctions previously imposed in the inmate's absence.

- (d) Dispositions of the Institution Discipline Committee: The Institution Discipline Committee shall have available a broad range of sanctions and dispositions. These dispositions and sanctions will include the following:

The Institution Discipline Committee may

- (1) Dismiss any charge(s) before it where appropriate and shall order the record of charges expunged where the inmate has been determined innocent of the charge(s).
- (2) Impose sanctions and dispositions available to the person or persons designated to impose minor dispositions.
- (3) Direct that an inmate be placed or retained in disciplinary segregation pursuant to guidelines contained in this policy statement.
- (4) Direct that an inmate's good time be withheld. Withholding of good time should be limited to misconduct or offenses; it should not be applied as a universal punishment to all persons in disciplinary segregation status. Withholding shall be limited to the good time creditable for the single month during which the violation occurs. (Some offenses, such as refusal to work at an assignment, may be recurring, and thus may permit consecutive withholding actions.)  
\* Withheld good time must be considered for restoration on or about six (6) months from the date of the offense which formed the basis of the withholding. Withheld good time may be considered for restoration earlier than the six (6) month date if circumstances warrant.
- (5) Direct that an inmate's good time be forfeited. The good time available for forfeiture is limited to an amount computed by multiplying the number of months served at the time of the offense for which forfeiture action is taken, by the applicable monthly rate specified in 18 United States Code, Section 4161 (less any previous forfeiture or withholding outstanding), plus extra good time which may have been earned to the date of the offense. All or part of an inmate's accumulated good time may be forfeited. Authority to restore all types of forfeited and withheld good time is delegated to the Institution Discipline Committee of each institution.  
\* Forfeited good time must be considered for restoration on or about one (1) year from the date of the offense which formed the basis of the forfeiture. Forfeited good time may be considered for restoration earlier than the one (1) year date if circumstances warrant.



medical treatment given in a Special Housing Unit. In the situation where an inmate's conduct during one continuous incident may violate more than one prohibited act, and the incident is reported on a single Incident Report, if the inmate is found not to have committed every prohibited act charged, then the record will clearly show what violations were not proven. No further expunging is possible or necessary. The existence of charged but unproven misconduct will not be used against the inmate.

10. APPEALS FROM INSTITUTION DISCIPLINE COMMITTEE ACTIONS. At the time the Institution Discipline Committee gives an inmate notice of its decision, the Committee will also advise the inmate that he may appeal the Committee's decision to the Chief Executive Officer. Appeals must be filed no later than thirty (30) days after notice of the decision. This time limit may be extended for good cause shown. An inmate wishing to appeal any disciplinary action imposed as a result of a hearing before the Institution Discipline Committee must use the procedures and forms provided for by Policy Statement 2001.6A (Administrative Remedy of Complaints Initiated by Offenders in Bureau of Prisons Facilities). The Chief Executive Officer may approve, modify, or reverse any disciplinary action of the Institution Discipline Committee as he deems appropriate. This authority may not be delegated. The Chief Executive Officer may not increase the amount of forfeiture imposed.

An inmate may appeal an adverse decision of the Chief Executive Officer through the appeal procedures contained in Policy Statement 2001.6A to the appropriate Regional Director. Appeals to the Regional Director from adverse decisions from the Chief Executive Officer must be filed no later than thirty (30) days from the date of the Chief Executive Officer's decision.

Additionally, appeals of adverse decision from the Regional Director may be made to the Assistant Director, General Counsel and Review within thirty (30) days of the decision from the Regional Director.

On appeal the following factors will be considered:

- (a) Was there substantial compliance with the Policy Statement on Inmate Discipline?
- (b) Was the decision of the Institution Discipline Committee based on substantial evidence?
- (c) Under the circumstances, was the sanction imposed disproportionate to the offense?

11. SPECIAL HOUSING UNITS. Each institution having the need for facilities to house inmates separate from the general population will establish special housing units consisting of two types: Administrative Detention and Disciplinary Segregation. (Some institutions may also have a facility for long-term control unit programs -- see Policy Statement 7300.80.) Special Housing Units will be maintained in accordance with the policies and procedures contained in this policy statement.

- (a) Administrative Detention: Administrative Detention is the status of confinement which results in a loss of some privileges which the inmate would have if assigned to the general population. Administrative Detention is to be used only where the continued presence of the inmate in general population poses a serious threat to life, property, himself, other inmates, staff members or the security of the institution.

- (1) Placement in Administrative Detention: An inmate may be placed in Administrative Detention by persons designated by the Chief Executive Officer. These persons may be correctional supervisors, shift supervisors or members of an inmate's unit or team. An inmate may be placed in Administrative Detention when his attitude and conduct indicate that his continued presence in the general population poses a serious threat to life, property, himself, staff, other inmates or to the security of the institution, and when the inmate:
- a. Is pending a hearing for a violation of institution rules or regulations;
  - b. Is pending an investigation of a violation of institution rules or regulations;
  - c. Is pending investigation or trial for a criminal act;
  - \* d. Requests admission to Administrative Detention for his own protection or the staff determines that admission to or continuation in Administrative Detention is necessary for the inmate's own protection;
  - \* e. Is pending transfer or is in holdover status during transfer; or
  - f. Is pending classification.

A memorandum detailing the reason for placing an inmate in Administrative Detention will be prepared and given to members of the inmate's unit or team, with a copy to the Operations Supervisor of the Administrative Detention unit. A copy of this memorandum will also be given to the inmate provided institutional security is not thereby compromised.

- (2) Review of Inmates Housed in Administrative Detention: The Chief Executive Officer shall designate such person or persons he deems appropriate to review the status of inmates housed in Administrative Detention. Normally the Operations Supervisor of the Administrative Detention unit or members of the inmate's unit or team should be delegated this authority. Initial placement shall be accomplished by means of a memorandum detailing the reasons for this action. The reviewing authority will formally review the status of each inmate who spends seven (7) continuous days in Administrative Detention, and thereafter such cases will be reviewed on the record each week and will be formally reviewed at least every thirty (30) days. The inmate shall appear before the reviewing authority at such formal reviews unless the inmate refuses to appear



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without the use of force. Administrative Detention is to be used only for short periods of time except where an inmate needs long-term protection. An inmate may be kept in Administrative Detention for longer-term protection where the need for such protection is well documented. (See P.S. 7900.51.) Inmates shall be released when the reasons for their initial placement ceases to exist or where their return to general population would no longer pose a serious threat to themselves, to staff or other inmates or the security of the institution. (A standardized form for review is attached.)

\*

- (3) Conditions of Administrative Detention: The basic level of conditions as described below for Disciplinary Segregation will also apply to Administrative Detention. To the extent possible, inmates housed in Administrative Detention will be afforded the same general privileges given to inmates in general population as is consistent with existing resources available and the security needs of the unit. Unless there are compelling reasons to the contrary, institutions should provide commissary privileges, reasonable amounts of personal property, and exercise periods exceeding those provided for inmates housed in Disciplinary Segregation. Visiting and correspondence privileges of the general population should be given inmates in Administrative Detention.

- \* (4) Temporary Placement in Disciplinary Segregation: An inmate who is causing a serious disruption (threatening life or property) in Administrative Detention, who cannot be controlled within the physical confines of Administrative Detention, and who cannot be safely transferred to the institution hospital, may be moved temporarily (not exceeding three (3) days) to Disciplinary Segregation pending a hearing before the Institution Disciplinary Committee. The authority to order the temporary move into Disciplinary Segregation is limited to the official in charge of the institution at the time the move is ordered. A fully documented report of every such movement shall be immediately forwarded to the appropriate Regional Director.

- (b) Disciplinary Segregation: Disciplinary Segregation is the status of confinement of an inmate housed in an individual cell either by himself or with other inmates, separated from the general population, as a result of a hearing before the Institution Discipline Committee in which the inmate has been found to have committed a prohibited act. Inmates housed in Disciplinary Segregation will have significantly fewer privileges than those housed in Administrative Detention. Disciplinary Segregation is to be used only where other available dispositions are inadequate to regulate an inmate's behavior within acceptable limits and where the inmate's presence in the general population poses a serious threat to life, property, to himself, staff or other inmates or the security of the institution.

- (1) Placement in Disciplinary Segregation: An inmate may be placed in Disciplinary Segregation only by direction of the Institution Discipline Committee following a hearing in which the inmate has been found to have committed a serious act of misconduct which warrants this serious sanction. Inmates found to have committed serious acts of misconduct should not be placed in Disciplinary Segregation unless their presence in general population would pose a serious threat to staff or other inmates or to the security of the institution.
- \* (2) Review of Inmates in Disciplinary Segregation: The Institution Discipline Committee will formally review the status of each inmate who spends seven (7) continuous days in disciplinary segregation, and thereafter such cases will be reviewed on the record each week and will be formally reviewed at least every thirty (30) days. The inmate shall appear before the Institution Discipline Committee at such formal reviews unless the inmate refuses to appear without the use of force. (A standardized form for review is attached.)

There will be a psychiatric or psychological interview when Disciplinary Segregation continues beyond thirty (30) days. The interview and report should address the inmate's adjustment to his surroundings and the threat the inmate poses to himself, staff and other inmates. A similar psychiatric or psychological interview and report will be made at subsequent two (2) month intervals should segregation continue for this extended period.

An inmate shall be released from Disciplinary Segregation when he no longer poses a threat to himself, or others or to institutional security and when the Institution Discipline Committee determines that continuation in Disciplinary Segregation is no longer necessary to regulate an inmate's behavior within acceptable limits. The time an inmate spends in Disciplinary Segregation must be proportionate to the offense committed, taking into consideration the inmate's prior conduct, his specific program needs, and other relevant factors.

(3) Conditions of Disciplinary Segregation:

- (a) Basic living levels of decency and humane treatment must be maintained, regardless of the purpose for which a man has been segregated. Privileges may be added, for the purpose of reinforcing acceptable behavior, to the living conditions of those whose status is purely involuntary, or whose confinement is long-term. These should not result in excessively time-consuming procedures, or neutralize security or shakedown procedures.



(b) When different levels of living arrangements are effected, because of the difference in purpose of segregation, the differential facilities should be separated physically in ways that materials allowed to one person are not passed to others to whom they are not allowed.

(c) A description of basic living levels follows:

1. Segregation Conditions: The quarters used for segregation shall be well ventilated, adequately lighted, appropriately heated and maintained in a sanitary condition at all times. All cells will be equipped with beds. The beds may be securely fastened to the floor or wall of the cell according to the desires and needs of each individual institution. Strip cells will not be a part of the Segregation Unit. Any strip cells which will be utilized will be a part of the medical facility and under the supervision and control of the medical staff.
2. Cell Occupancy: Except in emergencies, the number of inmates confined to each cell or room shall not exceed the number for which the space was designed. Whenever an emergency arises which indicates that excess occupancy may be temporarily needed, an immediate report shall be made to the head of the institution and his approval obtained.
3. Clothing and Bedding: All inmates shall be admitted to segregation dressed in normal institution clothing after a thorough search for contraband but without belt and shall be furnished a mattress and bedding. Cloth or paper slippers may be substituted for shoes at the discretion of the Warden. An inmate shall not be segregated without clothing, mattress, blankets and pillow, except when prescribed by the Medical Officer for medical or psychiatric reasons. If an inmate is so seriously disturbed that he is likely to destroy his clothing or bedding or create a disturbance which would be seriously detrimental to others, the Medical Department shall be notified immediately and a regimen of treatment and control instituted with the concurrence of the Medical Officer.
4. Food: As prescribed in existing regulations, segregated inmates shall be fed the normal institution meals on the standard ration and menu of the day for the institution. Disposable utensils may be used when necessary.

5. Personal Hygiene: Segregated inmates shall have the opportunity to maintain an acceptable level of personal hygiene, e.g. toilet tissue, wash basin, tooth brushing, eye glasses, etc. When necessary, for reasons of safety or security, a retrievable kit of toilet articles may be issued. Each segregated inmate should shave and shower at least two (2) times a week, unless these procedures would present an undue security hazard.
6. Exercise: Each segregated inmate shall be permitted no less than two (2) hours exercise each week. Exercise should be provided in two (2), one (1) hour periods, but if circumstances require, one-half hour periods are acceptable if the two (2) hour minimum is maintained. This provision must be carried out unless compelling security or safety reasons dictate otherwise and these shall be documented.
7. Personal Property: Personal property will ordinarily be impounded.
8. Reading Material: Ordinarily, it may be provided on a circulating basis.
9. Supervision: In addition to the direct supervision afforded by the unit officer, each segregated inmate shall be seen daily by a member of the Medical Department, and one or more other responsible officer(s) designated in the local policy issuance.
10. Correspondence and Visits: Social correspondence privileges shall be continued in segregation unless there exist compelling reasons to the contrary. Every effort will be made to notify approved social visitors of any necessary restriction on ordinary visiting procedures so that they may be spared disappointment and unnecessary inconvenience. If ample time for correspondence exists, the burden of this notification may be placed on the inmate. In respect to legal, religious, and PMB matters, the relevant policy statements should be followed.



11. Records:

- a. A permanent log will be maintained in the segregation unit. All admissions will be recorded indicating date, reason for admission, and the authorizing official. All releases from the unit will be similarly recorded. Officials required to visit the unit will sign this log, giving time and date of visit. Unusual activity or behavior of individual inmates will be recorded in the log with a follow-up memorandum through the head of the institution for the inmate's file. This will include any misbehavior which should be recorded and reported to the Institution Discipline Committee.
- b. A Special Housing Unit Record Sheet (BP-IS-111) will also be maintained in accordance with the following instructions, and sent to the institution's central file.
  1. The Key at the bottom of the form is self-explanatory.
  2. The basic information at the top of the form, with the exception of the date and time of release, will be completed by the Officer in Charge/Unit Officer at time of admittance.
  3. The form provides space for a period of up to seven (7) days. The date column will be recorded daily, the shift line will be completed commencing so as to coincide with the date and time the inmate is admitted as reflected at the top of the form.
  4. The Officer in Charge/Unit Officer will sign the form in the space provided on line with the shift as indicated. Initials of the officer are not acceptable.
  5. The Physician's Assistant will indicate by his signature in the proper space when an inmate received medication, is examined by a Medical Officer or Physician's Assistant, or requested to see a member of the medical staff. If no medication is received or request made during a shift, the officer may so indicate by recording "NO (N)" in the column.

6. The form is designed for a seven (7) day period, if confinement to segregation continues beyond a seven (7) day period, a new form will be prepared and the completed form forwarded to central file. Date and time of release will be recorded on the final form.
7. Additional comments may be noted on the reverse of the form and in each case, must be dated and include the signature and title of the person making the comment.

12. Forms:

- a. Notice of Institution Discipline Committee Hearing (BP-IS-114), Locally Reproduced,
  - b. Inmate Rights at Institution Discipline Committee Hearing (BP-IS-113), Locally Reproduced,
  - c. Special Housing Record Sheet (BP-IS-111), Locally Reproduced. See Policy Statement 20,001.1B, Note: Title change must be entered manually on existing stock of forms. New forms will include these changes,
  - d. Incident Report (BP-IS-83A), Secured through regular FPI procurement sources, Note: See Policy Statement 7400.5D, Page 6 for change to Item 254, and addition of Item 257 which must be entered manually on existing stocks of forms. New forms will include these changes,
  - e. Institution Discipline Committee Report (BP-IS-115), Locally Reproduced, and
  - \* f. Special Housing Review Forms (BP-IS-116), Locally Reproduced.
- \* 15. Disciplinary Procedures for Federal Community Treatment Centers: The following exceptions to the general disciplinary procedures enumerated in this policy statement for Bureau of Prisons'



Institutions are applicable solely to Federal Community Treatment Centers. All other procedures of this policy statement not affected below are applicable to Community Treatment Centers.

- a. Institution Discipline Committee: Each Federal Community Treatment Center shall have a single Institution Discipline Committee composed of at least one staff member appointed by the Director of the Center. No member of the Institution Discipline Committee may be the reporting or investigating officer or have played any significant part in having the charge referred to the Institution Discipline Committee. Federal Community Treatment Centers need not establish unit or team discipline committees with minor disposition authority but may have only one discipline committee -- the Institution Discipline Committee.
- b. Witnesses Requested at Institution Discipline Committee: An inmate appearing before the Institution Discipline Committee shall be permitted to call witnesses from outside the Community Treatment Center who are willing to appear before the Institution Discipline Committee at their own expense and whose presence at the hearing would not pose a serious threat to the security of the Center. Witnesses whose testimony would be repetitious or irrelevant to the charges or disposition need not be called. Where a request for an outside witness has been refused by the Institution Discipline Committee the reasons for refusing such requested witness shall be well documented and written statements from such requested witnesses shall be liberally accepted.
- c. Appeals of Disciplinary Actions: Appeal of any disciplinary actions within a Federal Community Treatment Center may be made to the Director of the Center anytime within 30 days from the date the disciplinary action was imposed. This appeal and any subsequent appeal to the Regional Director or Assistant Director/General Counsel shall be filed pursuant to the provisions of Policy Statement 2001.6A, Administrative Remedy of Complaints Initiated by Offenders in Bureau of Prisons Facilities.
- d. Offenders Programmed in the Center Pursuant to Public Law 91-492 (Probationers, Parolees, or Mandatory Releasees): Reports of misconduct by offenders programmed in the Center pursuant to Public Law 91-492 shall be forwarded to the appropriate agency (Probation Office or Parole Board) for disposition that agency deems appropriate and

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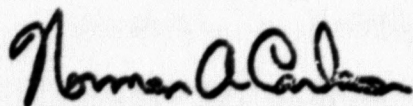
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shall not be the subject of disciplinary action within the Center. Immediate notification should be made where the misconduct is serious and arrangements for removal from the Center may be necessary for the protection of life or property.

e. Escapes from Community Treatment Centers: Should an offender escape, the facility will immediately notify the FBI, giving specific information about the escape and listing the time and circumstances of the last contact. All file material will be made available to the local FBI and the U.S. Marshal in the course of their investigation. When an individual is not where he is scheduled to be, and when the facility staff has exhausted its resources to contact him, he will be declared by the facility staff to be in escape status. In all cases, the appropriate Community Programs Regional Administrator and/or MCC Director and the Correctional Services Regional Administrator will be notified as soon as possible during normal working hours.

In all escapes, the Standard Escape Report will be completed. Further action will be taken following the guidelines under Section 7.a above for handling Incident Reports. Total resolution of the incident must be effected, even to the point of holding the hearing(s) in absentia. In accordance with these instructions, the Escape Report will be treated as an Incident Report.

f. Use of Part-Time Employees or Federal Family Employees in Disciplinary Process: With the exception of sitting as a member of the Institution Discipline Committee part-time employees or Federal Family employees (U.S. Probation Officers or U.S. Marshals, etc.) may be used in any stage of the disciplinary process where there is an insufficient number of full-time staff available.



NORMAN A. CARLSON  
Director, Bureau of Prisons